TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

OCTOBER 21, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
Wednesday, October 21, 2026 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE
AGENDA

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Cyd Jones

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**
The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

4. **Meeting Agenda – Additions/Deletions/Changes**

5. **Proclamations/Awards/Announcements**
   A. Town announcements and upcoming events – Town Clerk Cyd Jones - Page 4
   B. Proclamation recognizing October 4-10, 2026 as Fire Prevention Week - Page 5
   C. Proclamation recognizing October 27, 2026 as Alice Graham Day - Page 6

6. **Presentations by Special Guests (Maximum of 5 Minutes)**

7. **Public Comment (Non-Agenda Items)**
After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

8. **Town Manager Report -** Pages 7-10

9. **Town Attorney Report**

10. Consent Agenda

A. Approval of the April 2, 2026 Special Town Commission Meeting Minutes - Pages 11-14
B. Approval of the April 15, 2026 Regular Town Commission Meeting Minutes - Pages 15-27
C. Approval of the May 6, 2026 Special Town Commission Meeting Minutes – 1st Meeting - Pages 28-30
D. Approval of the May 6, 2026 Special Town Commission Meeting Minutes – 2nd Meeting - Pages 31-33
E. Approval of the May 6, 2026 Town Commission Workshop Minutes - Pages 34-40
F. Appointment of David Manhart as an alternate board member on the Planning and Zoning Board - Pages 41-42
G. Interlocal agreement with Brevard County for 911 addressing services - Pages 43-52

11. Public Hearings/Special Orders

12. Unfinished Business

13. New Business

A. Beach Fire Permit Fee and Program Amendments – Fire Chief Gavin Brown - Pages 53-54
B. Approval of service contract for the Instructor for Flow and Be Strong Exercise Class to be used as a template for other service contracts for programs in Ryckman Park – Town Attorney Ryan Knight and Town Manager A. Marie Smith - Pages 55-61

14. Finance/Budget Report - Pages 62-102

15. Town Staff Reports

A. Building Department - Pages 103-111
B. Public Works Department - Pages 112-115
C. Code Enforcement - Pages 116-122
D. Fire Department - Pages 123-133
E. Police Department - Pages 134-135
F. Town Clerk - Pages 136-154

16. Commission Reports

17. Task List - Pages 155-159

18. Adjournment

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

UPCOMING EVENTS

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
November 11th	9:00 AM – 11:00 AM	Veterans Day	509 Ocean Ave.	This year's Veterans Day celebration will include a dedication of the Veterans Honor Garden at Christmas Tree Circle!
November 14th	11:00 AM – 3:00 PM	Old Town Hall History Center 25th Anniversary	2373 Oak St.	The History Center is celebrating 25 years! Activities include a Native Plant Sale, Live Music, Moonlight Mocktails, Games, Photo Op, Museum & Garden Tours, Scavenger Hunt, Plein Air Painters, Florida Frontiersmen Demos
November 26th & 27th		Thanksgiving Holiday		Town Hall will be closed Thursday, November 26th and Friday, November 27th in observance of Thanksgiving
Mondays	9:00 AM – 10:00 AM	Coffee Talks	Rockies Cafe, 315 Ocean Ave.	Come have a casual morning conversation with your Town Manager & Police Chief – share your ideas, hear about updates around Town, and find out what will be on your November ballot.
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1st & 3rd Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Tuesdays & Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense
Saturdays	11:00 AM – 3:00 PM	Old Town Hall History Center is Open	2373 Oak St.	Old Town Hall is a unique 100-year-old building that has been rehabilitated to be used for history exhibits and for art, education, community functions, and other subjects of interest.

Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

Fire Prevention Week
October 4-10, 2026

WHEREAS, the Town of Melbourne Beach is committed to ensuring the safety and security of all those living in and visiting Melbourne Beach; and

WHEREAS, fire remains a serious public safety concern both locally and nationally, and the presence of lithium-ion batteries in many household devices introduces fire risks; and

WHEREAS, most of the rechargeable electronics used in homes daily, including smartphones, tablets, laptops, power tools, e-bikes, e-scooters, and toys, are powered by lithium-ion batteries, which if misused, damaged, or improperly charged, can overheat, start a fire, or explode; and

WHEREAS, the National Fire Protection Association® (NFPA®) reports an increase in battery-related fires, underscoring the need for public education on the safe use of lithium-ion batteries and devices; and

WHEREAS, safe charging includes using the cord and charger that came with your device or one approved by the manufacturer, charging on a hard, flat surface, watching for warning signs like devices that are very hot or start to swell, unplugging when fully charged, and charging larger devices like e-bikes outside and away from exits; and

WHEREAS, Melbourne Beach first responders remain dedicated to reducing the occurrence of fires through prevention, safety education, and community outreach; and

WHEREAS, the 2026 Fire Prevention Week™ theme, "Charge into Fire Safety™: Safe Charging Is a Superpower," serves to remind all residents that safe charging can help reduce the risk of fires in homes and communities;

NOW, THEREFORE, I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim October 4–10, 2026, as Fire Prevention Week, and urge all residents to learn about and practice safe charging habits.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Twenty-first day of October Two Thousand Twenty-six.

_____ day of _____ , 20 _____

_____

Mayor

Attest:_____

Town Clerk

Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

Alice Graham Day
October 27, 2026

WHEREAS, **Alice Graham** was born in the fall of 1921 in the Borough of Stanhope, New Jersey, graduating as high school valedictorian in 1939, and has lived a remarkable life spanning over a century of profound historical change, including volunteering as an Air Raid Warden and working as a pharmaceutical assistant during World War II; and

WHEREAS, Alice moved to **Melbourne Beach, Florida** in 1979, where she quickly became a beloved fixture of the community, dedicating nearly 25 years of her life to helping local seniors through her volunteer work with **Meals on Wheels**, and helping establish a thriving monthly book club in 1990; and

WHEREAS, known affectionately to neighbors and strangers alike as the lady with the golf club who walks to the sunset, Alice has filled her 40-plus years in Florida with a deep love for golf, bridge, reading, local theatre, high school musicals, mangoes, iced tea, and the beauty of birds and butterflies; and

WHEREAS, having known both deep love and deep loss, Alice chooses to focus entirely on the good, inspiring all who meet her with her resilient philosophy of living with no regrets, her fierce devotion to her family, and her daily ritual of watching the sunrise by the ocean and the sunset by the river; and

WHEREAS, Alice is celebrating her monumental **105th birthday** this month, remaining deeply thankful for the rich life she has lived and looking forward with joy to the life ahead; and

NOW, THEREFORE, I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim **October 27th, 2026** as:

ALICE GRAHAM DAY

in Melbourne Beach, and I call upon all citizens to join in celebrating Alice's extraordinary life, her spirit of gratitude, and her decades of wonderful contributions to our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Twenty-first day of October Two Thousand Twenty-six.

_____ day of _____ , 20 _____

_____

Mayor

Attest:_____

Town Clerk

Town of Melbourne Beach

Town Manager's Report/ October 21, 2026

- Veterans Honor Garden and Honor Walk Dedication:
  - The Veterans Honor Garden at Christmas Tree Circle is taking shape thanks to the dedicated Public Works Department. A lighted flagpole and two benches have been installed, and the landscaping, including native plants, is thriving. The new sign should be delivered this month.
  - A contractor has been selected to put in the veterans' honor walk that will lead from the Community Center to the sidewalk next to the honor garden. Thanks goes out to the Parks Board for leading this project for the Town!
  - An official dedication of the honor garden will take place at 9am on November 11, 2026, followed by conversations, coffee, hot chocolate, and donuts with veterans. All are welcome!
- General Obligation Bond:
  - The GO bond information for the Town website and social media has been approved by legal and is posted to the website. A QR code flyer (See Attachment A) has been produced as well.
  - Chief Zander and the Town Manager are holding coffees at Rockies Café in town on Monday mornings from 9:00am – 10:00am until election day to discuss initiatives including the GO Bond, which are on the November 3, 2026, ballot and any ideas the residents have for our town. See Attached Flyer.
- Environmental Advisory Board Beach Clean Up:
  - The EAB held a beach clean-up on September 19, 2026, and had over 31 participants including Chief Zander and Town Manager Smith (See Attachment B). Together, the volunteers picked up an estimated 400 pounds of trash from our beach. Big thanks to Curtis Byrd and the EAB for this wonderful effort.
- Stantec Non-Ad Valorem Study:
  - Staff conducted a kick-off meeting with Stantec, the company selected to provide a non-ad valorem study for fire services and are working with Stantec on the timeline to get the study and other steps accomplished.
- Joint Legislative Auditing Committee Audit: The JLAC is slowing down their requests for information and held an initial meeting with key staff. The auditors indicated that they did not find any waste, fraud or abuse and should be concluding their study by the end of the year, including recommendations on improving Town policies and procedures.
- Space Coast Transportation Planning Study:
  - Chief Zander, Public Works Director Davis, and the Town Manager met with the SCTPO regarding preliminary results of their multimodal study, which will be finalized and briefed to the Commission in early 2027.
  - The initial results recommend a uniform 20mph speed for all East-West roads south of Ocean Avenue to improve school access and safety at Gemini

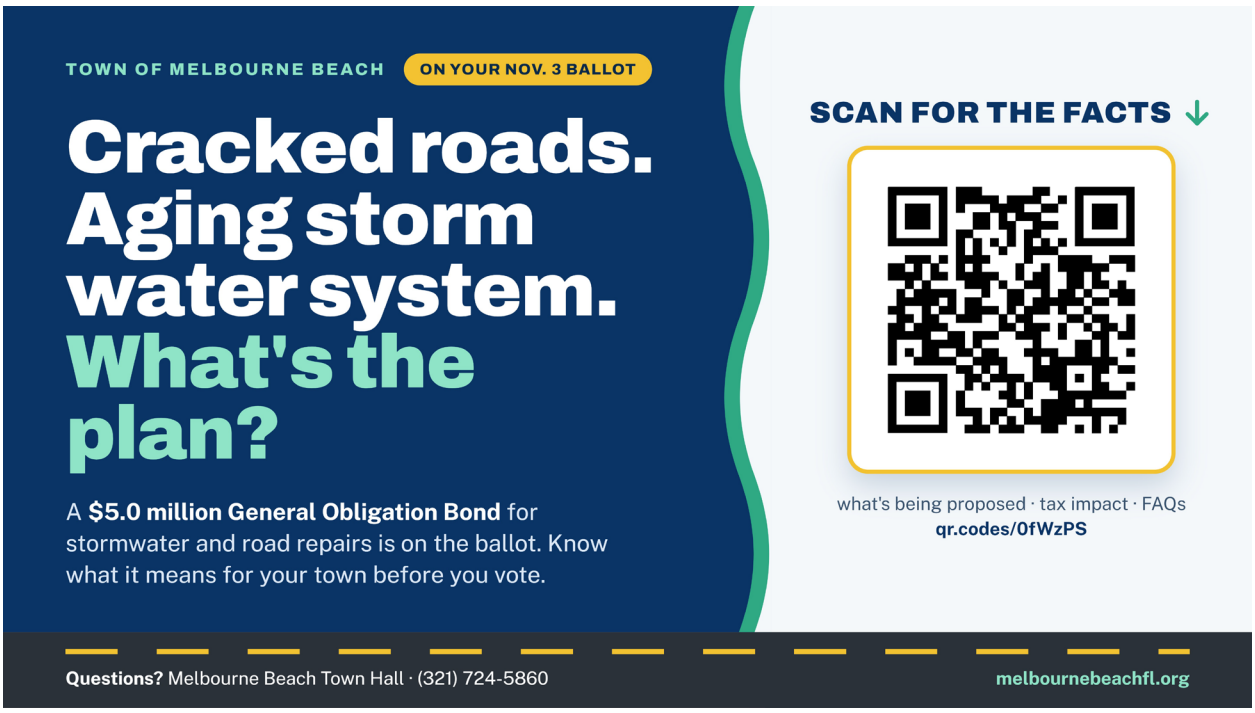
Elementary School. SCTPO created a map that shows the exact location of where speed limit signs should be located to mitigate speeding (See Attached).

- *This data is extremely important and timely as road construction along A1A in our town will begin in October and commuters will look to find ways around the construction through town roads until early next year.*
- Director Davis has already ordered the speed limit signs, and his team will start putting them up next week before construction is slated to start.

- Road Construction on A.1.A.:
  - Road construction along State Road A.1.A. in Melbourne Beach will begin on October 18, 2026. The project includes resurfacing a three-mile segment within Indialantic and Melbourne Beach. It also includes traffic signal reconstruction at Ocean Avenue and Oak Street, including audible features to assist visually impaired pedestrians. Sidewalks and pedestrian curb ramps will be improved to meet ADA standards.
  - During construction traffic will be limited intermittently to a single lane between 9pm and 7am. For current updates on the project, visit the Florida Department of Transportation website: www.cflroads.com. Work is estimated to be completed in early 2027.
- 6th Street Seawall Progress:
  - Construction for the 6th Street Seawall has been completed and the swale to mitigate stormwater from ponding behind the seawall is underway. (See Attachment D).
  - Sod to hold in place the dirt behind the new seawall has been delivered and will be put in place.
  - The coquina rocks that were next to the old wall will be placed back against the new wall before the contractor finishes work on site.

Town of Melbourne Beach

Town Manager's Report/ October 21, 2026



Attachment A: General Obligation Bond QR code flyer.



Attachment B: Chief Zander and his wife are pictured with Curtis Byrd and other volunteers who cleaned up approximately 400 pounds of trash from our beaches – thank you!

Town of Melbourne Beach

Town Manager's Report/ October 21, 2026



Attachment C: Map of Speed Limit Sign placements to mitigate speeding especially



Attachment D: 6th Avenue Seawall

Town Commission Meeting

Section: Consent Agenda

Meeting Date: October 21, 2026

From: Town Clerk Cyd Jones

RE: Approval of the April 2, 2026 Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
April 2, 2026 at 5:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Clerk Amber Brown

1. **Call to Order**

Mayor Alison Dennington called the meeting to order at 5:31 pm.

2. **Roll Call**

Town Clerk Amber Brown conducted roll call.

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Amber Brown

3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**

Mayor Alison Dennington led the Pledge of Allegiance, moment of silence, and read the Civility Pledge.

Mayor Dennington apologized about a comment she made at the prior meeting about Mrs. Mascaro and passed the gavel to the Vice Mayor.

4. **Public Comments**

Susan Stark – 307 Fifth – *Said she left the last meeting disappointed and discouraged. Read a letter that was sent to Florida Today in 2006. - 7:36*

Mary Weerts – 200 Driftwood – *Spoke about a contradiction with the Town Attorney and a comment he made to Commissioner Butler about the letter directions to the governor.*

Vice Mayor Terry Cronin said there was a Point of Order.

5. **New Business** - 11:35
   A. Discussion regarding mediation for Funoe, LLC v. Town of Melbourne Beach; Case No. 05-2025-CA-023102 (Public Records case) – Town Attorney Ryan Knight

      Town Attorney Ryan Knight requested the Town Commission vote to authorize mediation in this case and appoint a representative from the Commission to attend that mediation tomorrow at 1:00 pm. Said mediation is necessary to see if there can be common ground. When the trial starts, the Judge will ask if they have mediated the case and if not, the Judge could order it. Does not want to end up in a position where the other side says the Town refused to mediate. It would be a confidential mediation.

Commissioner Anna Butler made a motion to accept mediation; Commissioner Tim Reed seconded;

Commissioner Tim Reed asked if mediation settlement is required before trial.

Town Attorney Ryan Knight said no, the purpose of mediation is to see if we can get to an agreement. There is no requirement to settle the case or have an agreement made. If there was an agreement, it would come before the Commission for a vote to authorize accepting the agreement.

Commissioner Anna Butler spoke about the court being scheduled for April 8th and asked if there is time to vote to approve any settlement, and if there is a new offer for settlement.

Town Attorney Ryan Knight said both parties would want a vote beforehand instead of pushing the trial, so there could be a special meeting to discuss that. Confirmed that no new offer has come up.

Mayor Alison Dennington recused herself from the vote.

Motion carried 4-0 with Mayor Alison Dennington abstaining.

Commissioner Tim Reed made a motion to nominate himself as the attendee; Motion failed for a lack of second.

Commissioner Sherri Quarrie made a motion to nominate Commissioner Anna Butler to attend; Commissioner Anna Butler seconded;

Commissioner Tim Reed said he hopes everyone can keep in mind the best interest of the Town and to be objective and not emotional. - 19:08

Motion carried 3-1 with Commissioner Tim Reed dissenting and Mayor Alison Dennington abstaining.

Town Manager A. Marie Smith spoke about an update on Melby. The release is scheduled for April 7th at 11:00 am at Ballard Park in Melbourne. They chose that location due to the number of manatees in that area so he is not alone. There is also a GoFundMe if anyone wants to donate.

Mayor Alison Dennington spoke about how she cautions the Commissioners to make sure if they are talking, it is not about Town business and potentially try to keep distance because there will be press there and optics can create a story regardless of the truth.

Commissioner Anna Butler spoke about how she will always keep the Town and the people of the Town at the heart of all of this.

6. **Adjournment**

Commissioner Anna Butler moved to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Meeting adjourned at 5:56 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town Commission Meeting

Section:	Consent Agenda
Meeting Date:	October 21, 2026
From:	Town Clerk Cyd Jones
RE:	Approval of the April 15, 2026 Regular Town Commission Meeting minutes

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
April 15, 2026 at 6:00 p.m.
COMMUNITY CENTER - 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Police Chief Tim Zander
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

Mayor Alison Dennington led the Pledge of Allegiance, Moment of Silence, and the Civility Pledge.

4. Meeting Agenda – Additions/Deletions/Changes – 4:05

Mayor Alison Dennington spoke about the Public Works Director's Report being added to the packet.
Town Manager A. Marie Smith spoke about a deletion of the Basin 10 presentation and asked that it be held at the next workshop on May 6th.

Commissioner Tim Reed made a motion to accept the agenda as otherwise presented; Commissioner Anna Butler seconded; Motion carried 5-0.

Commissioner Sherri Quarrie made a motion to stop the meeting at 9:00; Commissioner Anna Butler seconded;

Commissioner Sherri Quarrie said she and other Commission members have jobs and it does not work well to go later than 9:00.

Commissioner Tim Reed said they also have a commitment to serving the Commission and doing the Town's business.

Motion carried 4-1 with Commissioner Tim Reed dissenting.

5. **Proclamations/Awards/ Announcements** – 8:30

Town announcements and upcoming events – Town Clerk Amber Brown

Town Clerk Amber Brown spoke about upcoming events including the Springfest Kids Business Fair on April 18th 11:00am-3:00pm, Founder's Day on May 2nd 8:00-10:00 am, weekly classes in the park including exercise classes, musical tree class for children, yoga and Tai Chi.

Commissioner Tim Reed spoke about hosting something for the Florida League of Cities and that he would speak about it in the Commissioner Reports at the end.

Town Manager A. Marie Smith suggested that one of the Commissioners could speak about Melby at the event.

6. **Presentations by Special Guests (Maximum of 5 Minutes)**
   A. ~~Basin 10 – master plan for stormwater presented by Haley Ward~~

7. **Public Comment (Non-Agenda Items)** – 12:20

Kate Wilborn – 502 Second Ave – *Thanked the Town Manager and Public Works Director for meeting with her about stormwater on Second. Spoke about 3 Commissioners who accepted the support of an LLC who slanders people. Said this used to be a nice Town that has become a mean Town.*

Commissioner Anna Butler called a Point of Order because she was calling out Commissioners individually.

Joyce Barton – 322 Third Ave – *Spoke about the court hearing between Funoe LLC and the Town of Melbourne Beach.*

Mayor Alison Dennington spoke about how she is not an attorney and stated false facts on this matter.

Jan Pence – 200 Riverside Dr – *Spoke about complaints she has received about the protesters, and having the Town Attorney draft an ordinance requiring a permit.*

David Drake – 604 Alden Place – *Spoke about trying to get a streetlight with the wires adjacent to his property. Said the quote to remove the wire was $660.93.*

Mayor Alison Dennington spoke about calling a Special Meeting about this issue.

Town Manager A. Marie Smith spoke about how there must be 2 weeks before the hearing and there has to be a sign put up on the property.

Town Attorney Ryan Knight said that normally FPL would send a letter to the Town giving consent and then they would use that for the hearing. Asked the Town Manager to forward him correspondents with FPL and he will contact them to clarify what they are looking for.

8. Town Manager Report – 29:18

Town Manager A. Marie Smith spoke about the Easter event, the release of Melby the manatee, and the Nature Day event. Provided an update on the lifeguard situation. Brevard County was not able to recruit enough lifeguards to cover all of the beach stations. Working with our Police and Fire Departments to do additional patrols on the beach. The Code Enforcement position was posted, and a few were interviewed, but they were not up to par. Public Works employee Jacob Lopez approached the Town with interest in the position, so he will begin on April 21st.

Vice Mayor Terry Cronin spoke about the release of Melby the manatee and how manatees in the water came to welcome him.

Commissioner Tim Reed asked about lifeguard coverage and the status of the pending RFPs.

Town Clerk Amber Brown spoke about how the lifeguards are only at Ocean Park for the week of spring break and then they are off until summer break.

Town Manager A. Marie Smith spoke about the status of the RFPs. They have a draft for the non-ad valorem RFP, so that one is ready to go. The grant writer RFP they are still drafting.

Commissioner Tim Reed asked about the status of the Basin 1 project, and asked for a monthly update to be included in the Public Works monthly report. - 40:30

Public Works Director Tom Davis spoke about how the project is still on track, they just had one weather delay. Said it should be done prior to the 180 days.

Commissioner Tim Reed asked about if they have received a bill from the County for anything regarding the manatee. Also asked about reimplementing an action item list.

Town Manager A. Marie Smith said she spoke with the County Manager but they have not provided it yet.

Mayor Alison Dennington asked about the lifeguard contracts, said they kept the same rate but asked when the contract expires. Asked if they are getting everything they are paying for. Also asked the Town Attorney about a zoning RFP.

Town Manager A. Marie Smith said the contract expires this year. It is the last year of a 5 year contract.

Town Attorney Ryan Knight said the zoning RFP would need to be finalized and sent out.

9. Town Attorney Report – 45:35

Town Attorney Ryan Knight spoke about how the first day of trial was last week, but it did not finish, so the next trial date is scheduled for May 20th. Spoke about the Computer Experts contract, which was executed in March of 2023 for 5 years, does not expire until March of 2028. The planner/zoning official contract was extended by the previous Town Manager and was subject to Commission approval, and the Commission voted to send it to RFP.

Mayor Alison Dennington said Funoe LLC is sharing the transcripts with the Town free of charge if anyone is interested in them.

10. Consent Agenda – 48:50

A. Approval of the site plan for 608 Shannon Ave
B. Approval of the site plan for 209 Surf Rd

Approved by consent

Bob Deal – 209 Surf Rd *– Said he is the contractor on 209 Surf Road and spoke about moving the consent agenda to the beginning of the agenda. Also, Melbourne Beach is the only municipality that requires plans to go to PNZ and Town Commission. Recommends not needing it to come to the Commission for approval.*

11. Public Hearings/Special Orders

12. Unfinished Business

13. New Business

A. Consider painting the fire hydrants along Ocean Ave, celebrating our Nation's 250th birthday – Parks Board - 53:40

Parks Board Chair Jeannette Soucy spoke about doing an artist initiative to allow 7 fire hydrants along Ocean Avenue to be painted in celebration of our Nation's 250th anniversary.

Commissioner Anna Butler made a motion to approve painting the fire hydrants provided approval from the City of Melbourne; Vice Mayor Terry Cronin seconded;

Commissioner Tim Reed asked how artists are going to be solicited, and who is going to pick the artists. Asked if the Town is funding it.

Parks Board Chair Jeannette Soucy spoke about having an application for them. Said the artists would take care of the costs.

Mayor Alison Dennington suggested having a member of the Commission join the Parks Board for the meeting where they decide. Requested the art be required to be red, white and blue.

Jan Pence – 200 Riverside Dr – *Loves the idea, but there does need to be an approval process.*

Town Attorney Ryan Knight spoke about how the designs can be presented to the Parks Board, and then the Parks Board can present the approved designs to the Commission.

Motion carried 5-0.

Vice Mayor Terry Cronin made a motion that the designs be presented to the Parks Board , the Town Manager will participate but not vote, and then the Parks Board present the approved designs to the Commission; Commissioner Anna Butler seconded;

Commissioner Tim Reed spoke about wanting 2 specific names of individuals responsible for the design approval and having the Town Manager involved.

Mayor Alison Dennington spoke about having it at a Park's Board meeting and also having the Town Manager at that meeting.

Town Manager A. Marie Smith said it would be her delight to participate.

Motion carried 5-0.

B. Consider harmonizing the amounts of accrued annual leave and compensatory time caps – Town Manager A. Marie Smith – 1:03:55

Town Manager A. Marie Smith spoke about how they want to move the annual leave cap and compensation leave cap to 240 hours for everyone except for the officers. Chief Zander and Deputy Chief Smith would be included in this system of leave time. Comp time is accrued at straight time not time and a half. Would provide a way for employees to accrue more time

when there is a lot more work than employees to do the work.

Mayor Alison Dennington said she thought the Deputy Chief was just a job title change, but it appears this would also be a benefits change.

Police Chief Tim Zander spoke about how even as a lieutenant he was considered an exempt employee, so the benefits did not change with the title change.

Vice Mayor Terry Cronin asked for clarification about the payment of annual leave.

Town Manager A. Marie Smith said in an emergency or hardship, the Town Manager can approve payment of annual leave, otherwise the 240 hours is the max amount you can accrue and carry over.

Mayor Alison Dennington spoke about how this was previously voted down and expressed her concerns about this type of set up for the Town. Said they need to pay down comp time to get in compliance and then figure out the ambiguity and improve the tracking.

Commissioner Anna Butler asked about the difference between accrued time off and comp time.

Town Manager A. Marie Smith said the time off is vacation time, comp time is when someone needs to work over 40 hours a week, it is only if they retire or leave that they can cash out comp time. She could do training on how to fill out the timecards and for supervisors to approve it at this month's all staff meeting. Said the Finance Director lets people know when they are close to their limit and manages that. This is an attempt to solve a challenge the Town has right now and she wants to make sure people are being compensated properly.

Vice Mayor Terry Cronin made a motion to work to harmonize the amounts of accrued annual leave and compensatory time caps as suggested; Commissioner Anna Butler seconded;

Commissioner Tim Reed confirmed the motion is to accept the changes as outlined in the presentation.

Mayor Alison Dennington spoke about how they do not know what it would cost to pay out the one employee which is at that limit, but without knowing that fiscal impact, we are going to raise it to 240 for everyone, that is a fiscal disaster waiting to happen.

Commissioner Anna Butler spoke about it being important to show that we support the staff.

Commissioner Sherri Quarrie spoke about owing the staff the compensation that they earned. They work hard and we probably need more people, and we need to pay our people and take care of them. Agrees with what the Town Manager put together.

Kari Ross – 206 Flamingo Ln – *Reminded everyone of the civility pledge. Appreciates this item. The people that work here are the most dedicated staff and deserve it. With the amount of work that staff has, what should we not do? Not reply to the JLAC audit, not respond to public*

records requests. Is there any other option? - 1:24:30

Town Manager A. Marie Smith spoke about how the staff could be paid down, but we do not have the funds to do it.

Bruce Pickett – 1501 Oak – *Thanked the Manager for this item. Spoke about there not being an employee here that doesn't work more than their regular hours. This goes a long way showing staff that they are appreciated and help them get over the trauma they have experienced over the past few years.*

Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.

C. Consider changing the May Regular Town Commission Meeting date – Town Manager A. Marie Smith – 1:29:56

Town Manager A. Marie Smith spoke about how the second day of court for the Funoe case is scheduled for May 20th which is the same day as the Regular Town Commission Meeting so she is requesting that it be moved to May 14th or the 21st.

The Commission discussed which date would be best and settled on the 21st.

Commissioner Tim Reed made a motion to move the meeting to Thursday May 21st; Commissioner Anna Butler seconded; Motion carried 5-0.

D. Consider adding an additional yoga class – Town Manager A. Marie Smith – 1:34:25

Town Manager A. Marie Smith spoke about how residents have raised an interest in adding an additional yoga class. The instructors preferred day would be Tuesday starting in May. For this fiscal year we have money in the park funds.

Commissioner Sherri Quarrie made a motion to add an additional Tuesday evening yoga class with the funds coming out of parking money; Commissioner Anna Butler seconded; Motion carried 5-0.

E. Consideration of funding ways to address the results from the employee survey – Town Manager A. Marie Smith – 1:37:00

Town Manager A. Marie Smith spoke about an employee survey that showed zero confidence and trust in the Commission. Asking for $10,000 for training to address staff needs and build trust and skills to be resilient and handle tough situations. The Commission was willing to spend $60,000 on a manatee, so support the staff.

Commissioner Anna Butler spoke about the staff being our biggest asset. Torn because she wants to invest in employees but is concerned it would be money thrown down the drain if the Commission members do not take responsibility in their behavior and how they treat the staff.

Commissioner Tim Reed asked about the two consultants and if she has a single one in mind.

Town Manager A. Marie Smith spoke about needing different speakers for different elements, it is not a one size fits all. Staff needs to be stabilized, be able to talk to the supervisors about challenges, and be able to breathe. Have a great staff, but they have too much to handle. They need to be able to deal with the abuse they have endured.

Mayor Alison Dennington spoke about wanting to break it into categories, for example get IT training, to build their skills. In favor of funds if it was for training and skills based. Does not agree with the retreat-based things because it will just make the problems worse, and people will complain more.

Town Manager A. Marie Smith spoke about how she would be happy to take suggestions, but she was hired to manage staff and decide what is best for them. Asks that the Commission rely on her judgement in this situation to get the staff what they need. The Finance Manager says they do have the money to do this which would come out of the laps from hiring firefighters.

Mayor Alison Dennington spoke about how that would be using unallocated money for this and how it could be used for another purpose such as the pay down.

Town Manager A. Marie Smith said they do not have the funds to pay down everyone. She would be happy to take suggestions on training and incorporate them in what they do for staff.

Commissioner Sherri Quarrie spoke about everything the staff has gone through and how they do need help. The new Town Manager was asked how to best help the staff. Supports the Town Manager.

Commissioner Tim Reed made a motion to approve up to $10,000 for the Town Manager to engage in the services to address the employee survey outfall. Find the right place in the budget to place the expense, and add in a survey in the 2027 budget; Vice Mayor Terry Cronin seconded;

Vice Mayor Terry Cronin confirmed with Commissioner Tim Reed that the second survey is to see if the retreat and workshops were effective and if there is improvement in the culture.

Bruce Pickett – 1501 Oak – *Spoke about how it should not be a technical retreat, it should be about dealing with what the staff has gone through and be able to deal with what comes up. Fears the staff will be better equipped, but if the Commission's treatment and appreciation does not change then they will be upset again. Agrees with doing a follow-up survey. - 1:55:00*

Jason Judge – 206 Flamingo – *Appreciates the Town Manager standing up for the staff. You cannot change some people's behaviors, but you can give the staff ways to deal with difficult situations.*

Motion carried 4-1 with Mayor Alison Dennington dissenting.

14. **Finance/Budget Report** – 1:59:45

Town Manager A. Marie Smith spoke about how they received $587.50 from the state of Florida for Hurricane Milton. Still working with Florida emergency and FEMA to get back the Irma money.

Commissioner Tim Reed spoke about an incorrect number for the general fund expenditure rate. Pointed out an overrun occurring in the Planning area, the budgeted amount was $9,000 and all of that has been spent as well as another $1,600.

Mayor Alison Dennington spoke about how the previous Town Manager did not use the zoning official and how this area was underfunded. Said they do not have an official zoning map to which Commissioner Sherri Quarrie disagreed.

Town Attorney Ryan Knight spoke about how he remembers having a conversation about the zoning map but cannot say if they do or do not have one at this point.

Vice Mayor Terry Cronin spoke about the increase in parking money coming in and confirmed that the increase was due to the dollar increase in what is charged. Asked the Town Attorney about legal fees and how it is giving some information away, how detailed does billing need to be?

Town Attorney Ryan Knight spoke about how if there was anything that would disclose strategy, he would redact it.

Commissioner Anna Butler made a motion to approve the finance report as is; Vice Mayor Terry Cronin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

15. Town Staff/Board Reports

A. Technology Advisory Board

None

B. Building Department – 2:09:56

Commissioner Tim Reed spoke about how this budget significantly overestimated the revenue. Concerned that the Building Department is going to operate in the negative. Ask CAP to review and propose changes to our building fee schedule.

Mayor Alison Dennington spoke about needing to raise our building fees.

Commissioner Tim Reed made a motion to task the Town Manager to approach CAP to evaluate our Building Department fees; Vice Mayor Terry Cronin; Motion carried 5-0.

Mayor Alison Dennington asked if someone could look into sidewalks and if they are being counted as impervious or not. The engineering report said they are not counting the sidewalks but the Town's definition of impervious includes sidewalks.

C. Public Works Department – 2:17:52

Commissioner Tim Reed asked about the crash at Avenue A and Oak if a claim has been filed for the cost of the street sign.

Public Works Director Tom Davis typically the police come to us and say give me an estimate of your property damage and the insured contacts us. Said the dollar amount is $1,200.

Mayor Alison Dennington suggested that this should be something the Town Manager handles and that there should be a policy when damage is over a certain amount.

Town Manager A. Marie Smith said she would follow up on it. Spoke about the crossing section of A1A and Oak and how a visually impaired Town resident brought up a crossing issue.

Commissioner Tim Reed spoke about how he wrote an email to the Florida Department of Transportation that there was an issue, Public Works filed a report for that. Highlighted the fact that that signal is planned to be updated this summer and wants to make sure they have the latest and greatest technology for the visually impaired.

Mayor Alison Dennington spoke about wanting to put pressure on it but to put it in the budget for next year to put in ourselves.

D. Code Enforcement

Mayor Alison Dennington confirmed new code enforcement starting April 21st.

E. Fire Department – 2:26:52

Fire Chief Gavin Brown spoke about the Deputy Chief after 25 years has decided to retire. Working on getting the job description posted. Kudos to the police department for each officer getting first aid certified. Requested two special meetings on May 6th. One to discuss dispatching, Indialantic is discussing switching to Brevard County for dispatch, so we may have to change dispatching. The other meeting would discuss adding the firefighters to the FRS system, and in order to do that we need to pass an ordinance first.

Commissioner Tim Reed thanked Chief Miller for his service and asked if the position is vacant. Asked why they have waited to make the decision to add firefighters to the FRS system.

Fire Chief Gavin Brown spoke about how it is an empty role and he does not currently have anyone for that role so at this time it will remain open. The role is a paid position, but similar to the Commission where it is a couple thousand dollars a year. There have been several evaluations, he has been ready to hire these people since October 1st but was waiting on the Safer grant that he does not believe they have been awarded. Was told by a former Town Manager that the firefighters could go onto the police retirement system, but it was not that simple so he had to do more investigating on the pension system for fire. Also makes it easier for firefighters to be able to transfer to Melbourne Beach and their retirement could seamlessly transfer over.

The Commission scheduled the Special Town Commission Meetings relating to the Fire Department on May 6th at 5:30 and 5:45.

The Commission scheduled a Budget Workshop for April 12th at 5:30.

F. Police Department – 2:47:42

Commissioner Tim Reed asked for an update on the 287G money.

Police Chief Tim Zander spoke about how everything has been purchased, has $800 left to spend of $167,500. The vehicles have been delivered as well as the computer, and the other items have been ordered but not delivered yet.

Mayor Alison Dennington spoke about how, due to the complaints about the protests, she proposes having the Town Attorney spend some time reviewing possible regulations. What legally are our options if we choose to do something about it such as needing a permit or having a corner clearance of 25 feet if it becomes a problem.

Vice Mayor Terry Cronin spoke about how activists like to have engagement with police and people paying attention to them. If you talk about something enough, more people pay attention.

Town Attorney Ryan Knight said generally speaking permits are not required if they are in public's right of way. But if they are blocking traffic or using amplifying devices, in that case, you can have them apply for a permit.

Fire Chief Gavin Brown spoke about how the public has a right to be there and protest there but when it comes to parking, the businesses are private property so they could have vehicles towed. The library is County property so the sheriff's department would have to get involved.

Mayor Alison Dennington said she agrees with the Vice Mayor that it might be best to just move on.

G. Town Clerk – 2:58:40

Mayor Alison Dennington spoke about certain public records requests that are missing. Town Clerk Amber Brown said that the Mayor said she would allow them to be put into abeyance and if the Mayor wanted to reopen them, she was able to.

Mayor Alison Dennington said they were reopened.

Town Manager A. Marie Smith said she would take it offline with the Mayor and they will work together on it.

16. Commission Reports

Commissioner Tim Reed spoke about an email he sent to the Commission regarding the Space Coast League of Cities meeting next month. The Town of Melbourne Beach will host with the Town of Indialantic. Typically Commission and staff attend that meeting.

Mayor Alison Dennington requested the Vice Mayor go in her place or Commissioner Tim Reed.

Commissioner Tim Reed said it is an opportunity to present the Town in a good cohesive light and to acknowledge the staff in a positive way.

Vice Mayor Terry Cronin confirmed with the Town Clerk that if they are going to interact socially they have to notify the public.

Vice Mayor Terry Cronin made a motion that Commissioner Reed reach out to the leaders at Indialantic so they could coordinate something and come up with a program we could all be a part of.

Commissioner Tim Reed said he was just reminding the staff and Commission that this meeting is going to occur, not trying to assign any roles to anyone individually.

Town Clerk Amber Brown said every other year it is Melbourne Beach's turn to host, we cohost but we trade off whose responsibility it is. This year is not our responsibility. We have the ability to do a brief welcome speech. Space Coast League of Cities has told her they are not able to use the audio-visual equipment because it is already set up for the speaker to use.

17. **Task List**

18. **Adjournment**

Commissioner Anna Butler made a motion to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Meeting adjourned at 9:11 PM.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town Commission Meeting

Section:	Consent Agenda
Meeting Date:	October 21, 2026
From:	Town Clerk Cyd Jones
RE:	Approval of the May 6, 2026 Special Town Commission Meeting minutes – 1st meeting

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
May 6, 2026 at 5:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Clerk Amber Brown

1. Call to Order

Vice Mayor Terry Cronin called the meeting to order at 5:32 pm.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Manager A. Marie Smith
Fire Chief Gavin Brown
Town Clerk Amber Brown

Commission Members Present
Mayor Alison Dennington

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

Vice Mayor Terry Cronin led the Pledge of Allegiance, moment of silence, and read the Civility Pledge.

4. Public Comments

Susan Stark – 307 Fifth Ave. – *Spoke about going to Homes for Hope breakfast benefiting Saint Stephen's way and that she is grateful for the experience and the community. Thanked Town Clerk Amber Brown for all she has done for the Town.*

5. New Business

A. Law Enforcement and Fire Dispatch Services Agreement with Brevard County Sheriff's Office– Fire Chief Gavin Brown - 3:10

Fire Chief Gavin Brown spoke about how the Fire Department has been dispatched through the Town of Indialantic since 2015. Last month the Town of Indialantic decided to close their dispatch center. Spoke in the past about the benefits of being with Indialantic versus being with Brevard County. Several smaller dispatch centers have consolidated into the County, and they are giving the Town a great deal. Potential for forced consolidation in the future, so doing it now would be a better option. Would encourage the Commission to approve the contract with the County, it will be cheaper than the agreement with Indialantic. Received an agreement from Brevard County to do it for $5,490 and that price is locked in for 3 years.

Commissioner Sherri Quarrie made a motion to approve the agreement with Brevard County Sheriff's Office for dispatch services per the agreement with no changes; Commissioner Anna Butler seconded;

Vice Mayor Terry Cronin asked about the flat fee amount of $25,000. - 7:30

Fire Chief Gavin Brown explained that the Police Department currently pays $19,510 for dispatch and they will consolidate Police and Fire for $25,000 together. Said the Town Attorney has already vetted the contract.

Commissioner Reed confirmed this agreement will consolidate the Police and Fire dispatch into one and the other contracts would be null and void after this takes effect. Asked if any new equipment or software is needed to be able to start on June 1st. Asked about the start date to make sure there is no gap in services.

Fire Chief Gavin Brown said potentially, they have not had the meeting with the Sheriff's Office yet for the transition process, but they have already saved some money in the Fire Department for laptops. Said this first year until October, the County will not charge them anything which will allow them to use the money they would have paid Indialantic for anything they would need. Said June 1st is the target start date, it could be pushed back but there would be no gap in services.

Motion carried 4-0.

6. **Adjournment**

Commissioner Sherri Quarrie moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-0.

Meeting adjourned at 5:44 pm.

ATTEST:

_____ _____

Terry Cronin **Rachel Pembrook**
Vice Mayor **Transcriptionist**

Town Commission Meeting

Section:	Consent Agenda
Meeting Date:	October 21, 2026
From:	Town Clerk Cyd Jones
RE:	Approval of the May 6, 2026 Special Town Commission Meeting minutes – 2nd meeting

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
May 6, 2026 at 5:45 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Clerk Amber Brown

1. Call to Order

Vice Mayor Terry Cronin called the meeting to order at 5:45 pm.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present	Commission Members Absent	Staff Members Present
Vice Mayor Terry Cronin	Mayor Alison Dennington	Town Manager A. Marie Smith
Commissioner Anna Butler		Finance Manager Jennifer Kerr
Commissioner Tim Reed		Fire Chief Gavin Brown
Commissioner Sherri Quarrie		Town Clerk Amber Brown

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

Vice Mayor Terry Cronin led the Pledge of Allegiance, moment of silence, and read the Civility Pledge.

4. Public Comments

5. New Business

A. Ordinance 2026-01 Proposed Addition of Employee Firefighters to FRS – First Reading
AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, PROVIDING FOR ELIGIBLE EMPLOYEE FIREFIGHTERS' PARTICIPATION IN THE FLORIDA RETIREMENT SYSTEM AS AUTHORIZED BY CHAPTER 121, FLORIDA STATUTES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Town Manager A. Marie Smith spoke about the Town reviewing whether the firefighters would join FRS or the Police Pension Plan. To be able to hire quickly, they went with the FRS and believes it's what is best for the Town.

Fire Chief Gavin Brown spoke about why they chose FRS. Staff already have FRS, it will not increase the burden on staff, it is a recruitment tool.

Finance Manager Jennifer Kerr spoke about supporting this option and agrees it is a recruitment tool.

Commissioner Anna Butler made a motion to accept Ordinance 2026-01 first reading to provide eligible firefighters participation in the FRS system as authorized by Chapter 121, Florida Statutes; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed asked to add what part of the Town Code this will be added to, and for that to be included in the Ordinance for the second reading. - 6:42

Commissioner Sherri Quarrie spoke about not recalling that in other ordinances.

Town Manager A. Marie Smith spoke about getting clarification from the Town Attorney to make sure the ordinance is placed in the appropriate place.

Commissioner Tim Reed clarified he is not trying to change the writing of the ordinance, he just wants it in the background information in the summary page.

Vice Mayor Terry Cronin asked about health insurance and where it was budgeted. Said it was budgeted at $42,000, but that it says $14,000 needs to remain as a buffer.

Finance Manager Jennifer Kerr spoke about the reason is because health insurance is based on age. The original $42,000 is a guestimate.

Motion carried 4-0.

6. Adjournment

Commissioner Anna Butler moved to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

Meeting adjourned at 5:56 pm.

ATTEST:

_____ _____

Terry Cronin **Rachel Pembrook**
Vice Mayor **Transcriptionist**

Town Commission Meeting

Section: Consent Agenda

Meeting Date: October 21, 2026

From: Town Clerk Cyd Jones

RE: Approval of the May 6, 2026 Town Commission Workshop minutes

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP
May 6, 2026 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Clerk Amber Brown

1. Call to Order

Vice Mayor Terry Cronin called the meeting to order at 6:00 pm.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present
Vice Mayor Terry Cronin
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Manager A. Marie Smith
Public Works Director Tom Davis
Town Clerk Amber Brown

Commission Members Absent
Mayor Alison Dennington
Commissioner Anna Butler

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

Vice Mayor Terry Cronin led the Pledge of Allegiance, a moment of silence, and read the Civility Pledge.

4. Public Comments

5. New Business

A. Presentation and discussion on Basin 10 by Haley Ward

David Baggett from Haley Ward provided a presentation on the Basin 10 study. Said he hopes the findings from tonight are informative, help inform the next steps of improvements that can be made in Basin 10, and if not, dispel some speculation of things that might be happening. Started by addressing the manatee in the drain, certainly was not part of the scope, but happy to be a part of the solution. The purpose of the scope was to analyze Basin

10 in terms of recent observances, concerns and considerations for the capacity of the stormwater system. This Basin does not have a permanent stormwater management system that's designed to treat runoff, this is purely a system that functions hydraulically. Basin 10 consists of 6th Ave to A1A to Flutie Athletic Complex and Oak St.

David Baggett spoke about the results, which are structured around what inlet it is referring to and what time during the storm does it hit the peak. Ideally, it would hit in the middle. Then there is the peak stage which is the modeled elevation reached. After that, an alert stage which is when the water comes out of the inlet. Then the warning stage is when do we start getting water at finished floor elevations of homes. The last part is that they look at the total time of the flood, between when it starts and stops. Spoke about how 6 inches of rain in a 24-hour period is when flooding starts in the roads for most of the basins. Prefers to see that at 7 or 7 and a half inches. Lowest finished floors on homes are not impacted until 13 inches of rain in 24 hours which is not seen a lot. Spoke about how Cedar is an area with a lot of concerns. David Baggett spoke about how 17 acres drains to a single inlet at Orange and Rosewood; the structure has a small pipe for that much area. Most municipalities do not have anything under 15 inches; cost difference is not much to go to 18 so you may as well if you were upsizing pipes. -20:34

David Baggett spoke about how before you go and improve a section, he recommends scoping the section first. The biggest thing he noticed in their model is a significant drop in what level the water wants to be at between the two intersections at Cedar and Rosewood and Cherry and Oak Street. Recommends upsizing the capacity of what runs from the corner of Oak Street to Rosewood. Said there appears to be a 48-inch pipe that runs from the east side of Oak St to the next junction and the pipe actually gets smaller as it goes, 42 inches, but fixing this one would be difficult. If flooding along Rosewood is a frequent concern, a solution could be to catch runoff through more inlets added on the east/west roads. Spoke about how the County proposed having manatee protection measures, questioned why they weren't there and suggested putting them in. - 38:55

Vice Mayor Terry Cronin asked if Tropical Storm Fay was considered a 100-year storm. Asked if the slipstream put into the tube has caused some blockage. - 51:20

David Baggett said it was considered a back-to-back and they got around 20 inches of rain. Yes, the slipstream stuck out to him, that is not a standard dimension pipe. It does not appear to be crushed, it is made of fiberglass, would say the results show making it bigger improves the system.

Commissioner Sherri Quarrie spoke about looking at the runoff, does the runoff have to go down into pipes and go into the river, or can the runoff be contained above ground or in some mechanism barely underground so it is contained before it gets to the river. The land on the eastside of Oak, would that not be a solution for storage? If the river is high due to storms, the water can't go in it.

David Baggett said ideally the conventional solution is that you build ponds, this is not an area conducive to that because of all of the privately owned properties. There are underground solutions which are becoming more common. If they added storage

downstream(Oak) but it is bottlenecked, whatever storage is downstream might not solve the stages that you see upstream. Adding storage would be beneficial for treatment of runoff infiltrating it in the ground instead of freely discharging it into the river, but the dichotomy of stormwater is you have treatment and you have flood protection. Sometimes treatment means slowing the water down. The better opportunity to capture water and address downstream flooding would be doing it upstream of those areas. Spoke about tailwater condition solutions and how that is not usually done. Storing runoff is more efficient for flood protection rather than trying to equalize the tailwater condition.

Commissioner Tim Reed spoke about the modeling and determining all of the stormwater pipe sizes. Confirmed the drain that comes up Oak and meets Cherry, that does not go into the baffle box. Confirmed that corrugated metal pipe is mostly what was used which does not hold up very well. -1:00:20

David Baggett said there were ones that were difficult to get to, but they were able to close the gaps with other data. Recommends using HP storm pipes which have a 100-year life.

Vice Mayor Terry Cronin spoke about inlet structures and why one of them (S103) had significantly less problems than the others.

David Baggett spoke about how that is on the westside of Rosewood at Birch, likely it is because it is close.

Chris Kehm – 1906 Cedar Ln – *Asked about the performance of a couple of French drains, and if it would be cost effective to restore them. Spoke about going through the '04 hurricanes, and did not have major flooding, survived through the '08 flooding. In the last 5 years almost every year there has been at least one flooding event where water has come to the front door and flooded his garage. The water dissipates in 4 hours, so it is not a drainage problem per se, the pipes are just overwhelmed. Spoke about how they dug up Cherry from the intake storm drain, replaced collapsing corrugated pipe and replaced it with much smaller modern poly type pipe. - 1:07:00*

David Baggett spoke about how maintenance for underground drainage can be tougher and efficiency can decrease over time. Said it is worth going over the rain data, not every hurricane has the same level of rain. Doesn't want the solutions in one area to cause issues in other areas.

Eric Sander – 1910 Cedar Ln – *Asked to show a video to the Commission after the meeting. Confirmed with David Baggett that the studies included heavy rain in a short period of time. The water recedes in about an hour, but it does breach several homes. Asked about next steps and getting some momentum going. - 1:22:00*

Vice Mayor Terry Cronin spoke about how this workshop is to get comments from residents and to see what can be done, but the next step is to either accept/deny/negotiate recommendations and then bring it to a regular meeting to vote on it.

Commissioner Tim Reed said he would love to see the video and asked about what it would cost for TV inspections to be done before doing the work.

David Baggett spoke about how it was included in the original scope of services, but it was requested to be removed, but what he quoted at that time was around $9,000 to get a professional contractor to scope the entire Basin 10 system.

Commissioner Sherri Quarrie asked why that was removed.

David Baggett spoke about how scoping lines just identities impacts to the original system, so they wanted to see if the pipes were working how they should based on their size before scoping everything. Confirmed that adding a larger pipe will add to the capacity and would be a priority.

Vice Mayor Terry Cronin asked what they gain by scoping the pipe if they already know it is too small. However it does provide the opportunity to look at the system to get some answers and explain why it has gotten worse over time.

David Baggett confirmed that scoping something is not helpful if the plan is already to replace it.

Linda Smith – 305 Cherry Drive – *Asked about the details of sleeving a pipe. Reiterated that there was not a problem before the "fixes" that were made. Asked about price per square foot to scope. Asked if there is a warranty. Asked about total failure. Said she has a panic attack when it rains. -1:36:20*

David Baggett said that is to add integrity to the pipe so they hold up. Said they charge by linear feet of pipe and number of boxes, the $9,000 is just for Basin 10. Signs and seals the design of it, but is not the one that actually constructs it, so his plans get approved and then go to a bid for a contractor, so that contractor is the one that carries the warranty. Clarified that it is not rare for the final outfall to be the ultimate pipe. Areas would flood until they spilled over the cresting elevations of the street.

Bobby Williamson – 505 Riverside Circle – *Asked if the report summarizes the priorities and capacity improvements, and if Flutie field stormwater is creating a capacity problem. -1:44:05*

David Baggett said it is an 851-page report but in the front end there are recommendations that outline priorities. Spoke about how that would not be where he would focus his efforts.

Chris Kehm – 1906 Cedar Ln – *Spoke about how Rosewood does not have a significant flooding problem. Asked if a vac truck could empty the baffle box before hurricane season. -1:47:50*

David Baggett spoke about how there could be a disconnect there, and in terms of priorities, it does not sound like Rosewood would be a priority over improving things downstream.

Public Works Director Tom Davis spoke about how the County installed a very large baffle box that requires a large vac truck. The County is supposed to do it quarterly, and they try to do it in May, so it should be done prior to hurricane season. Said he would follow up about it.

Vice Mayor Terry Cronin thanked Public Works Director Tom Davis for helping clear graffiti.

Commissioner Sherri Quarrie asked about the recommendations and the costs associated with them.

David Baggett said cost estimating was not included in this analysis, that would most likely be the next step. Said he would be happy to work with the Town Manager and Public Works Director to give some ideas of what costs would be.

Commissioner Tim Reed spoke about how this was the initial presentation, the first product was producing this analysis, then there were recommendations. The next step would be for David to create a design for the recommendations. Confirmed that for him to create a design he would have to come up with a bid. Suggested that next steps could be to do that in an a la carte fashion to get an idea of different costs. Also spoke about recommending the plan for upsizing the pipes at Orange St and Rosewood.

David Baggett said that the first step would be to formalize the results of what the upsizing would be.

Commissioner Sherri Quarrie asked if the itemized quote could also include above ground mitigation points for the water to go to.

David Baggett said it is not currently one of his recommendations. If the Town wants to explore it more, he would leave that to staff and Commission.

Vice Mayor Terry Cronin said the Commission would like David Baggett to present them with an a la carte menu of what the priorities are and what it would cost us for the services to design the plans for repairing the issues.

David Baggett agrees that consulting cost of solutions and order of priorities would be the next step.

Town Manager A. Marie Smith said the next Regular Town Commission Meeting is May 21st. What we need to know is a good cost estimate for what we must do to alleviate some of the flooding which was to increase the pipe size. We are right up against budget season so if we want to do something, time is of the essence.

David Baggett spoke about the decision of whether something must be done is not his, but his recommendations are that there are areas that can be improved. Said maybe they can meet and see what they can facilitate before the 21st.

Commissioner Tim Reed spoke about the monthly meeting for the Space Coast League of Cities next Monday.

Town Clerk Amber Brown spoke about how the meeting has been posted. Anytime there is the potential of 2 or more Commissioners at an event, it does get posted. Said with the other Commissioners, they would not want to speak about anything that they could foresee coming before the board for a vote.

Vice Mayor Terry Cronin acknowledged the Commission wants to recognize Town Clerk Amber Brown for doing a wonderful job and will be very missed.

Town Clerk Amber Brown said thank you to everyone from the Commission, staff, residents, you all are wonderful. Has been with the Town over 8 years and will miss everyone.

6. Adjournment

Commissioner Sherri Quarrie moved to adjourn; Commissioner Tim Reed seconded; Motion carried 3-0.

Meeting adjourned at 8:09 pm.

ATTEST:

_____	_____
Terry Cronin	**Rachel Pembrook**
Vice Mayor	**Transcriptionist**

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: October 21, 2026

From: Town Clerk Cyd Jones

RE: Appointment of David Manhart as an alternate board member on the Planning and Zoning Board

Background Information:

The Town received an application from David Manhart to join the Planning and Zoning Board.

Recommendation:

Approve David Manhart's membership to the Planning and Zoning Board as Alternate #1.

Attachments:

- Board Membership Application – Page 42

Town of Melbourne Beach

Town Board Volunteer Application

PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.
Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.

Name: David Manhart Home Phone: _____

Home Address: 213 1st Ave

Mobile Phone: 305 498 1677 Email Address: dwmanhart@Hotmail.com

Business Name: _____ Business Phone: _____

Resume or Education & Experience (attach additional pages if necessary):
Master Electrician for Miami Dade Water & Sewer Dept 33 yrs

Date of Birth: 2/22/1958 (optional; to verify voter registration)

Are you a registered voter of the town? ☑ YES ☐ NO

Are you a resident of the town? ☑ YES ☐ NO

Do you reside in the town for at least ten (10) months of each calendar year? ☑ YES ☐ NO

Do you hold a public office? ☐ YES ☑ NO

Do you currently serve on a Town board? ☐ YES ☑ NO

If yes, which board? _____

Please check the board(s) on which you are interested in serving: ** no financial disclosure required

2nd - ☑ **Board of Adjustment**
☐ **Technology Advisory Board ****
1st - ☑ **Planning and Zoning Board**
☐ **Police Pension Fund Board of Trustees**
☐ **Environmental Advisory Board ****
☐ **History Center Board ****
☐ **Ryckman House Historical Preservation and Awareness Board ****
☐ **Parks Board ****
☐ **Other** _____

Why do you think you are qualified to serve on this board? over 40 years as a Master Electrician
Passed the GC Testing in 2008 -

Would you consider serving on another board other than the one(s) you have selected above? ☒ YES ☐ NO

Signature: _____ Date: 8/16/26

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: townclerk@melbournebeachfl.org

Updated 07/18/2025

Town Commission Meeting

Section: New Business

Meeting Date: October 21, 2026

From: Town Manager

RE: Interlocal Agreement between Brevard County and Melbourne Beach to Address 911 Data

Background Information:

Attached is a current countywide agreement that sets how addresses are assigned and reported so the 911 location and mapping databases stay accurate. It would replace the Town's existing addressing interlocal agreements.

The agreement would run from October 1, 2025, through September 30, 2030. It renews automatically for 5 more years. Either party can end it at any time with 60 days' written notice. Under the agreement, the County would handle:

- Assigning addresses and working with developers and property owners.
- Address verification and change letters.
- Notifying agencies of new or changed addresses.
- The twice-yearly updates to the Department of Revenue communications tax database.
- Site visits.
- Street-naming resolutions if the Town asks.

Cost: The Town pays $0.29 per resident per year, invoiced each October. At the 2020 Census population of 3,231, that is about $937 a year. The agreement bases the fee on "current" Census data, so the amount could change slightly.

Recommendation:

Approve signature of the agreement. The Town does not have staff capacity or GIS ability to meet a 10-day deadline for discrepancies or other requirements they would have to undertake. This will ensure consistent data between the County (who now handles both our police and fire dispatch services) and our Town 911 services so that they are sent to the correct address/site in emergencies.

INTERLOCAL AGREEMENT

BETWEEN

BREVARD COUNTY, FLORIDA

AND

THE CITY/TOWN OF _____, FLORIDA

ENSURING THE ACCURACY OF ADDRESSING DATA FOR BREVARD COUNTY AND BREVARD MUNICIPALITIES

THIS INTERLOCAL AGREEMENT, (herein after "Agreement") entered into this _____day of _____, by and between the BREVARD COUNTY, FLORIDA, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, hereinafter referred to as the "County," and THE CITY/TOWN OF _____, FLORIDA, a municipal corporation created under the Laws of Florida, hereinafter referred to as the "City."

WHEREAS, this emergency telephone system, known as the "911 Telephone System" has been implemented in the incorporated and unincorporated areas of Brevard County; and

WHEREAS, Florida State Statute 365.171, as may be amended and known as the "Florida Emergency Communications State Plan Act" establishes an Emergency Communications State Plan; and

WHEREAS, the Emergency Communications State Plan provides requirements for each entity of local government in the state; and

WHEREAS, the Emergency Communications State Plan places the responsibility for day-to-day management of the 911 database and geographical information system (GIS) database on the 911 Coordinator; and

WHEREAS, Florida State Statute 202.22 requires each taxing jurisdiction to furnish to the Department of Revenue semiannually all changes to service addresses, annexations, incorporations, reorganizations, and any other changes to jurisdictional boundaries; and

WHEREAS, the purpose of this Interlocal Agreement is to establish a coordinated process for assigning addresses throughout Brevard County including both incorporated and unincorporated areas to ensure the accuracy of the Automatic Location Identification (ALI) and GIS databases used for the 911 emergency telephone system; and

WHEREAS, to prevent addressing duplication and confusion, the City shall transmit certain address information to the County, and the City hereby authorizes the County to coordinate such addressing information; and

WHEREAS, upon execution of this Agreement, the parties intend to replace all existing Interlocal Agreements with this new Agreement; and

NOW THEREFORE, it is agreed between the County and the City as follows:

I. PURPOSE:

This Interlocal Agreement establishes a collaborative framework between the County and the City to ensure the accuracy, consistency, and reliability of addressing data throughout Brevard County, covering both incorporated and unincorporated areas.

A. This agreement seeks to achieve the following objectives:

- Facilitate timely and accurate updates to the 911 Automatic Location Identification (ALI) and Geographic Information System (GIS) databases
- Provide emergency responders, public safety agencies, and government departments with precise, current address information.
- Comply with Florida Statutes regarding emergency communications and jurisdictional data reporting
- Prevent duplication and conflicts through coordinated assignment, updates, and maintenance of addresses.
- Ensure that address changes, annexations, and new developments are promptly communicated

B. The structures requiring addresses are:

- Residential structures
- Commercial structures
- Utility equipment or cabinets
- Lift stations
- Docks
- Boat houses
- Communications towers
- Development fencing, gates, lighting, signage
- Development recreational facilities
- Accessory structures (accessory dwellings, barns, garage apartments, sheds)

C. Through collaboration and data sharing, the County and City ensure accurate addressing that supports public safety and strengthens the delivery of services across the community.

II. COUNTY RESPONSIBILITIES:

A. Maintain and update addresses in the 911 ALI, 911 GIS, and the County's Community Development Databases (collectively, the databases) to ensure accurate information is available to Public Safety Answering Points (PSAPs), the Property Appraiser, the Supervisor of Elections, and other relevant agencies.
B. Process Annexations, Deannexations, and Vacates upon submittal and update the databases.
C. Direct all individuals who contact the County regarding addressing issues within the City to the City.
D. Notify the City in writing of any discrepancies in the naming or numbering of streets within its municipal boundaries and correct such discrepancies as appropriate.
E. Provide paper maps as requested and GIS updates to the City as scheduled.
F. Maintain and revise, as necessary, the "Concerned Agencies List", which includes all agencies and entities requiring access to updated information

III. CITY RESPONSIBILITIES:

A. Submit to the County a copy of each of the following documents:
    i. Any City Ordinance or Resolution currently authorizing/regulating addressing, and any future amendments to such Ordinances or Resolutions
    ii. Any recorded City Ordinance, Resolution, or regulation relating to Annexation, Deannexation, or Vacates.
    iii. Any recorded City Ordinance or Resolution relating to the naming or renaming of streets or private accesses.
    iv. All newly recorded subdivisions and approved site plans.
B. Submit to the County for review, comment, and appropriate action:
    i. Any proposed street names for private or public streets, including mobile home parks, multi-family dwelling developments, and business complexes.
    ii. Any proposed subdivisions, site plans, annexations, and/or roadway vacating.
    iii. Any requests related to numbering or renumbering of private or public streets.
    iv. Any discrepancies the City identifies in the naming or numbering of streets.
C. Assign and/or change addresses within its jurisdiction, provide appropriate notification correspondence, and assist with all inquiries (via phone, email, or in person) made directly to the City or forwarded by the County.
D. When notified of discrepancies, the City shall respond to the County within ten (10) business days with a corrective action plan and is responsible for any issues resulting from the discrepancies until they are resolved.
E. Notify all external agencies on the Concerned Agencies List, including but not limited to, United States Postal Service, Brevard County Property Appraiser, Brevard County Board of Elections, utility providers, as well as internal City agencies, of new, updated, or changed addresses.

F. Approve or respond to all Department of Revenue objections.

IV. TERM AND RENEWAL:

This Agreement shall begin on October 1, 2025, and shall continue until September 30, 2030. The Agreement shall automatically renew for an additional five (5) years unless either party notifies the other party of termination. Either party may terminate this Agreement at any time by providing at least sixty (60) days written notice to the other party. Such notice shall be deemed effective on the date of delivery, and the Agreement shall terminate sixty (60) days thereafter, unless otherwise agreed in writing by the parties.

V. MODIFICATIONS TO AGREEMENT:

Other than as previously approved, this Agreement, including the Addendum to 9-1-1 Addressing Interlocal Agreement ("Addendum"), if executed by both parties, and incorporated herein by this reference, together with any exhibits, task assignments and schedules constitute the entire Agreement between the County and the City and supersedes all prior written or oral understandings. This Agreement, Addendum and any exhibits, task assignments and schedules may only be amended, supplemented or canceled by a written instrument duly executed by the parties hereto.

VI. INDEPENDENT CONTRACTOR:

City and County are independent contractors under this Agreement. Services provided by City pursuant to this agreement shall be subject to the supervision of City and services provided by County pursuant to this Agreement shall be subject to the supervision of County. In providing such services, the City, its officers, employees, or agents are not authorized to and shall not act as officers, employees, or agents of County and the County, its officers, employees, or agents are not authorized to and shall not act as officers, employees, or agents of City. This Agreement shall not constitute or make the parties hereto a partnership or joint venture.

VII. NOTICE:

Documentation, notices, changes in addresses or representatives of the parties shall be made by providing notice as follows:

To the City/Town:

_____

_____

_____

To the County:

Brevard County Emergency Management Department
Attn: 911 Systems Administration
1751 Huntington Lane
Rockledge, Florida 32955

VIII. GOVERNMENTAL IMMUNITY:

The city is a municipality as defined in Section 768.28, Florida Statutes, and agrees to be responsible for acts and omissions of its agents or employees when required by law. Nothing herein is intended to serve as a waiver of sovereign immunity by the City to the extent sovereign immunity may be applicable. Nothing herein shall be construed as consent by the City to be sued by third parties in any matter arising out of this Agreement or any other contract. Likewise, the County is a political subdivision of the State of Florida, as defined in Section 768.28, Florida Statutes, and agrees to be responsible for acts and omissions of its agents or employees when required by law. Nothing herein is intended to serve as a waiver of sovereign immunity by the County to the extent sovereign immunity may be applicable. Nothing herein shall be construed as consent by County to be sued by third parties in any matter arising out of this Agreement

IX. ATTORNEYS FEES/COSTS; NONJURY TRIAL:

In the event of litigation to enforce the terms of this agreement, each party shall be responsible for its own costs and attorney's fees. Any trial to enforce or interpret the terms of this agreement should be non-jury.

X. This Agreement shall be deemed to have been entered into under the provisions of Section 163.01, Florida Statutes, "the Florida Interlocal Cooperation Act of 1969," and shall be effective upon filing with the Clerk of the Circuit Court, Brevard County pursuant to Subsection 11 of said Act.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

ATTEST:

Rachel Sadoff, Clerk

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

Thad Altman, Chair

As Approved by the Board on JAN 13 2026

ATTEST:

City/Town Clerk

City/Town of

Mayor or (his/her designee)

ADDENDUM TO 9-1-1 ADDRESSING INTERLOCAL AGREEMENT

The City/Town of _____ , Florida (hereinafter "City"), has opted to transfer the responsibility of assigning addresses to properties within its jurisdiction to Brevard County (hereinafter "the County"), to include the responsibility of coordinating with developers and property owners.

I. **COUNTY RESPONSIBILITIES:** This section supersedes, Section II -County Responsibilities outlined within the original 9-1-1 Addressing Interlocal Agreement.

A. Assign and/or change addresses, provide appropriate notification correspondence, and assist with all inquiries (via phone, email, or in person) made directly to the County or forwarded by the City.
B. Maintain and update addresses in the 911 ALI, 911 GIS, and the County's Community Development Databases (collectively, the databases) to ensure accurate information is available to Public Safety Answering Points (PSAPs), the Property Appraiser, the Supervisor of Elections, and other relevant agencies.
C. Process Annexations, Deannexations, and Vacates upon submittal and update the databases.
D. Collaborate with the City to correct any discrepancies in the naming or numbering of streets within its municipal boundaries
E. Provide address verification letters when requested by property owners or lien holders.
F. Issue necessary address change letters.
G. Notify all concerned agencies of any new addresses that have been assigned to individual properties, to newly recorded plats, or that have been changed due to street naming and/or renaming.
H. Provide the City and developers with a copy of the recorded subdivision plat and/or approved site plan with addresses indicated thereon, along with an address table, if applicable.
I. Prepare street naming/renaming resolution, map exhibit, and record with the Brevard County Clerk of Court, if formally requested by the city.
J. Update the Department of Revenue Communication Sales Tax Database semiannually and approve or respond to any objections.
K. Conduct site visits as necessary.

II. **CITY RESPONSIBILITIES:** This section supersedes, Section III – City Responsibilities outlined within the original 9-1-1 Addressing Interlocal Agreement

A. Direct all persons who contact the City about any addressing issues within the City to the County.
B. Submit to the County the following:
    i. Any City Ordinance or Resolution currently authorizing/regulating addressing, and any future amendments to such Ordinances or Resolutions.

ii. Any proposed street names for private or public streets, including mobile home parks, multi-family dwelling developments, and business complexes.
iii. Any proposed subdivisions, site plans, preliminary annexations, and/or roadway vacating.
iv. Any requests related to numbering or renumbering of private or public streets.
v. Any discrepancies the City identifies in the naming or numbering of streets.
vi. Any recorded City Ordinance, Resolution, or regulation relating to Annexation, Deannexation, or Vacates.
vii. Any recorded City Ordinance or Resolution relating to the naming or renaming of streets or private accesses.
viii. All newly recorded subdivisions and approved site plans.

C. Notify internal departments of new, updated, or changed addresses.
D. Notify the Department of Revenue in writing to add Brevard County 911 Systems Administration employees as approvers in the Communications Services Tax Database.

III. **FEE STRUCTURE:** By electing to have the County assume responsibility for assigning addresses within its jurisdiction, the City agrees to pay for this service and acknowledges that the County will directly invoice developers and property owners for any services rendered, as specified herein:

A. City:
i. Annual fee based on the City's population for that fiscal year
1. The fee shall be calculated at $0.29 per person, based on current U.S. Census population data.
a. The County shall invoice the City each October for the services outlined above.
2. Notice of any change to the annual fee shall be provided in writing one fiscal year in advance, with the new rate to take effect and be invoiced the following October.
3. All checks shall be made payable to the Brevard County Board of County Commissioners and sent to the attention of:
911 Systems Administration
1751 Huntington Lane
Rockledge, Florida 32955

B. Customers (Developers and Property Owners):
i. Fees shall be determined as set forth in Exhibit A – Schedule of Development Fees and Charges of Brevard County Resolution No 16-189, as adopted by the Board of County Commissioners.
ii. The County shall invoice customers directly for all services provided

IV. Except as expressly modified above, all other terms of the current 9-1-1 Addressing Interlocal Agreement executed by the City's and County's duly authorized representatives and recorded pursuant to Section 163.01, Florida Statutes, remain in full force and effect.

Signed by the parties duly authorized representatives this 13 day of January, 2026.

ATTEST:

Rachel Sadoff, Clerk

BOARD OF COUNTY COMMISSIONERS
OF BREVARD COUNTY, FLORIDA

Thad Altman, Chair
Brevard County Board of County Commissioners

As Approved by the Board on JAN 13 2026

ATTEST:

City/Town Clerk

City/Town of

Mayor or (his/her designee)

Town Commission Meeting

Section:

Meeting Date: 10/21/2026

From: Fire Chief Gavin Brown

Agenda Item: Beach Fire Permit Fee and Program Amendments

Background Information

The Town's recreational beach fire permit program has been in place since 2021 to provide residents and visitors with the opportunity to enjoy beach fires in a safe, controlled, and regulated manner.

The program is governed in large part by Melbourne Beach Code of Ordinances § 45-13, Open Burning Restrictions, as well as all applicable fire safety, environmental, and beach-use regulations. Under the existing program, recreational beach fires are only permitted at a single designated location (Caroline Marks Ocean Park), and all permit holders must pay a $50 permit fee and a $100 refundable security deposit. Currently, the Town provides tools and designated trash receptacles for the disposal of ashes and burned / partially burned material.

For comparison, Satellite Beach currently charges a $100 refundable security deposit and permit fees of $50 for residents/ $100 for non-residents. Indialantic charges a $25 refundable deposit and requires users to extinguish and remove burned and unburned material from the beach rather than relying on Town-provided disposal containers. Brevard County currently allows permitted beach fires at certain designated beaches without charging a permit fee.

Challenges: Over the past several seasons, staff have experienced recurring operational and maintenance issues with the existing clean-up and debris disposal process. These issues have included the site not being properly cleaned up after use, permit holders placing household trash into receptacles with hot or partially burned material, and extinguishing fires with excessive amounts of sand and then placing that sand into the Town-provided receptacles to the point that they become excessively heavy and difficult to safely move or empty. The current process also requires staff to purchase padlocks/tools/trash receptacles, manage and distribute lock codes to renters, maintain multiple receptacles dedicated solely to beach fire debris, and have Public Works routinely service the receptacles, at times on a daily basis.

Recommendations

Staff is proposing several changes intended to reduce unnecessary staff time and operating costs. The proposed changes are intended primarily to amend the Town's administrative fee structure and permit procedures and would not expand the locations where beach fires are permitted.

Town staff recommends that the Town Commission approve the following changes to the recreational beach fire permit program:

- ***Increase the refundable security deposit*** from $100 to $250. If at any time the site is found to be in violation of the permit conditions, it may result in a total loss of deposit and/or the permit holder being banned from future permit applications. After each permitted beach fire, the site will be inspected to verify that it has been properly cleaned. If it has not, it will be documented with photographs and the permit holder's security deposit may not be refunded.
- ***Adjust the beach fire permit fee*** to $25 for Town residents and $50 for non-residents. Town residents will be assessed a reduced rate as they already contribute to the staff salaries required to implement and manage the program through their property taxes.
- ***Discontinue the Town's practice of providing tools and ash/debris receptacles*** and require permit holders to completely extinguish and remove all burned, partially burned, and unburned material from the beach and park and prohibit the burial of such material in the sand.

These changes are intended to maintain the recreational benefit of the beach fire program while improving accountability, reducing ongoing operational costs association with disposing of fire debris, and providing a more consistent method for addressing permit violations and cleanup costs.

The proposed $250 refundable security deposit would also provide the Town with a more appropriate amount of financial protection if a permit holder failed to properly clean the site and Town staff must perform cleanup the following morning. The deposit amount would be consistent with the security deposit charged for other Town rentals such as the gazebo or community center rentals. The proposed resident permit fee reduction from $50 to $25 would result in reduced permit revenue for resident-issued permits; however, the $50 permit fee for non-residents would remain unchanged.

The designated beach fire site would remain at Caroline Marks Ocean Park, and all existing permit conditions not specifically modified by this action would remain in effect. Staff will update the permit application, rules, fee schedule, and related administrative documents as necessary to reflect the approved changes.

Suggested Motion

“I move to approve the proposed amendments to the Town's recreational beach fire permit program, including increasing the refundable security deposit from $100 to $250; establishing a permit fee of $25 for Town residents and $50 for non-residents; discontinuing Town-provided tools and ash/debris receptacles; requiring permit holders to remove all partially burned and unburned materials from the beach and park; authorizing retention of the security deposit when required due to permit noncompliance; and authorizing Town staff to make the necessary administrative revisions to the permit application, fee schedule, and associated program procedures.”

Town Commission Meeting

Section: Old Business

Meeting Date: October 21, 2026

From: Town Attorney and Town Manager

RE: Approval of service contract for the Instructor for Flow and Be Strong Exercise Class to be used as a template for other service contracts for programs in Ryckman Park.

Background Information:

At the September 16, 2026, Regular Town Commission Meeting, the Commission agreed to pay Ms. Kelly Young, the Flow & Be Strong Class instructor, an hourly rate of $65 per hour for her classes in Ryckman Park. The Commission directed the town attorney to draft an independent contractor agreement that includes providing a sign-in sheet/count of class participants for each class.

The agreement would be used as a template for all other class service providers in Ryckman Park at their respective rates and include:

Jessica Mundo – Yoga

Emma Cramp – My Musical Tree

Chung Wang – Tai Chi

Recommendation:

Approve the contract for services for Ms. Kelly for the Flow and Be Strong Class and utilize the independent contractor agreement for all other current classes offered in Ryckman Park.

Attachment:

- Attachment A: Draft of Independent Contractor Agreement - Pages 56-61

Attachment A:

TOWN OF MELBOURNE BEACH

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made this ___ day of _____, 2026 ("Effective Date"), by and between the TOWN OF MELBOURNE BEACH, a Florida municipal corporation, whose address is 507 Ocean Avenue, Melbourne Beach, FL 32951 ("Town"), and KELLY YOUNG, an individual, whose principal address is _____ ("Contractor") (collectively, the "Parties").

RECITALS

WHEREAS, the Town desires to engage Contractor as an instructor for exercise classes to the Town; and

WHEREAS, the Contractor has the expertise necessary to perform the duties and responsibilities of an instructor for exercise classes.

IN CONSIDERATION of the mutual covenants and provisions, and other good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Parties agree as follows:

ARTICLE 1

GENERAL PROVISIONS

1.1 Engagement. The Town engages Contractor and Contractor agrees to perform as an instructor for exercise classes for the Town known as Flow and Be Strong (the "Services"). No prior or present agreements or representations shall bind upon any of the Parties unless incorporated in this Agreement.

1.2 Abilities. Contractor warrants unto the Town that Contractor has the competence and abilities to carefully and faithfully perform the Services. Contractor will perform the Services with due and reasonable diligence consistent with sound professional practices.

ARTICLE 2

COMPENSATION & PAYMENT TERMS

2.1 Compensation to Contractor. In exchange for the Contractor's Services, the Town shall pay to Contractor the amount of sixty five dollars and no cents ($65.00) per hour of Services. Contractor shall not undertake Services or direction from the Town from anyone other than the Town Manager or designee.

2.2 Payment Terms. The Town shall pay the amount in Section 2.1, above within thirty (30) days of Contractor's submission of an invoice to the Town unless otherwise agreed to by the Parties in writing.

ARTICLE 3

GENERAL CONDITIONS OF SERVICES

3.1 Provision of Services is a Private Undertaking. Regarding all Services performed by Contractor, it is specifically understood and agreed to by the Parties that the contractual relationship between the Town and Contractor is such that Contractor is an independent contractor and not an agent or employee of the Town. Nothing in this Agreement shall be interpreted to establish any relationship, other than that of an independent contractor, between the Town and Contractor, during or after performing the services. Contractor shall be solely responsible for providing the Services authorized pursuant to this Agreement.

3.2 Warranty of Services. Contractor warrants unto the Town that Contractor has sufficient experience to properly provide the Services specified in this Agreement. Contractor shall comply with all laws, ordinances, and rules in performing the Services. Contractor shall pay all taxes, fees, license fees regarding by law, including but not limited to occupational fees and withholding taxes, and assume all costs incident to the Services, except as provided herein.

3.3 Documentation of Attendees at Exercise Class. Contractor shall provide a sign-in sheet for all exercise classes where Contractor or Contractor's designee is an instructor under this Agreement. The sign-in sheet must document all attendees participating in the exercise class and Contractor shall submit the sign-in sheet to the Town after each exercise class. Failure to submit the sign-in sheet for each exercise class shall result in withholding of payment for Services until the sign-in sheet is submitted to the Town.

ARTICLE 4

ASSIGNMENT & SUBCONTRACTING

4.1 Assignment and Subcontracting. Contractor shall not assign, sublet, or transfer any rights or services under this Agreement without the written consent of the Town. Further, Contractor shall not subcontract any portion of the services without written consent of the Town. Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Town and Contractor, and all duties and responsibilities under this Agreement will be for the sole and exclusive benefit of the Town and Contractor and not for the benefit of any other party.

ARTICLE 5

PUBLIC RECORDS

5.1 Public Records. Pursuant to Section 119.0701, Florida Statutes, Contractor agrees that any records, documents, transactions, writings, papers, letters, computerized information and programs, maps, books, audio or video tapes, films, photographs, data processing software, writings or other materials, regardless of the physical form, characteristics, or means of transmission, of Contractor related, directly or indirectly, to the Services provided to the Town under this Agreement and made or received pursuant to law or ordinance in connection with the transaction of official business by the Town, may be deemed to be a public record, whether in the possession or control of the Town or Contractor. Such records are subject to the provisions of Chapter 119, Florida Statutes, and may not be destroyed without the specific written approval of the Town's designated custodian of public records.

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS:

TOWN CLERK: CYD JONES
507 OCEAN AVENUE
MELBOURNE BEACH, FL 32951
(321) 724-5860
TOWNCLERK@MELBOURNEBEACHFL.ORG

A. Contractor agrees to comply with public records laws, specifically to:

1. Keep and maintain public records required by the Town to perform the services set forth herein.

2. Upon request from the Town's custodian of public records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.

3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if Contractor does not transfer the records to the Town.

4. Upon completion of the contract, transfer, at no cost, to the Town all public records in possession of Contractor or keep and maintain public records required by the Town to perform the services set forth herein. If Contractor transfers all public records to the Town upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

ARTICLE 6

TERM OF AGREEMENT

6.1 Term. The term of this Agreement shall commence on the Effective Date and shall terminate one year (365 days) after the Effective Date, unless extended by mutual written agreement of the Parties. The Parties shall have the option to extend the term of this Agreement for an additional one-year period.

ARTICLE 7

TERMINATION OF THE AGREEMENT

7.1 Termination by Town. The Town may terminate this Agreement, with or without cause, and without penalty, with five (5) days' written notice to Contractor. Such termination shall be at the Town's sole discretion. Upon notice of termination, Contractor shall cease all Services being provided unless otherwise agreed to by the Town in writing.

7.2 Termination by Contractor. The Contractor may terminate this Agreement, with or without cause, and without penalty, with five (5) days' written notice to the Town.

7.3 Termination by Consent. This Agreement may be terminated by the mutual written consent of both Parties at any time.

ARTICLE 8

MISCELLANEOUS PROVISIONS

8.1 Governing Law; Venue. This Agreement shall be governed by the law of the State of Florida. Venue of all disputes shall be a court of competent jurisdiction in Brevard County, Florida.

8.2 Amendment of Agreement. Modifications or changes to this Agreement must be in writing and executed by the Parties bound to this Agreement.

8.3 Severability. If a word, sentence, or paragraph is declared illegal, unenforceable, or unconstitutional, the word, sentence, or paragraph will be severed from this Agreement, and this Agreement will be read as if the illegal, unenforceable, or unconstitutional word, sentence, or paragraph did not exist.

8.4 Attorney's Fees. Should any litigation arise concerning this Agreement between the Parties, the Parties agree to bear their own costs and attorney's fees.

8.5 Entire Agreement. This Agreement represents the entire Agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either oral or written.

ARTICLE 9

INDEMNIFICATION

9.1 Indemnification and Hold Harmless. For all Services performed under this Agreement, Contractor agrees to the fullest extent permitted by law, to indemnify and hold harmless the Town and its employees and officers against all claims, losses, damages, personal injuries, or liability, including reasonable attorney's fees, arising from the negligent acts, errors, omissions, intentional or otherwise, arising out of or resulting from Contractor's performance of any services provided under this Agreement.

The indemnification provided above shall obligate Contractor to defend at her own expense or to provide for such defense, at the option of the Town, all claims of liability and all suits and actions that may be brought against the Town or its employees or officers, which may result from the Services under this Agreement whether the services are performed by Contractor or anyone directly or indirectly employed by Contractor. This paragraph shall survive termination of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective the ____ day of _____, 2026.

CONTRACTOR

By: _____

Print: _____

Dated: _____

TOWN OF MELBOURNE BEACH

By: _____

A. Marie Smith, Town Manager

Dated: _____

Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners

From: Jennifer Kerr, Finance Manager

Date: October 9, 2026

Re: September Fiscal Year 2026

We are in the last month of our fiscal year 2026**.** The target expenditure rate for September is 100.00%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 93.83%. The Departmental expenditure rate breakdown is as follows:

Legislative:	80.03%
Executive:	109.05%
Finance:	109.20%
Legal:	112.19%
Planning:	248.09%
General Services:	98.86%
Law Enforcement:	90.69%
Fire:	62.26%
Code:	74.96%
Public Works:	91.19%

Discussion Items:

I am in the process of closing out the FY2026 budget. This will take another month. The Resolutions for the final budget amendments, carry forwards, and transfer in/out closing out FY2026 will be brought to the November Commission meeting.

The JLAC State Audit is ongoing.

The Town received Parking Revenue for September FY2026 in the amount of $15,605.66.
Parking revenue for September FY2025 was $11,256.27.

The annual Parking Revenue for FY2026 is $222,374.43
The annual Parking Revenue for FY2025 was $186,412.94

FY Parking Revenue comparison is attached.

A copy of the Attorney's monthly invoice is provided with the Finance Report.

Operating Account Balance as of 9/30/2026: $2,172,587.13
Reserve Account Balance as of 9/30/2026: $2,525,208.59
Florida Prime Account Balance as of 9/30/2026: $ 554,586.57

FEMA Obligated Funds:

Hurricane IRMA: $586,392.00

When the Town receives any obligated FEMA funds the amounts will be deducted from the above amounts. Any new funds that are obligated by FEMA will be added to the above amounts.

The Town Manager and I met with the FEMA contractors to go over what other information they may need to complete the Hurricane Irma project. We are in the process of reviewing and providing that information.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 09/30/2026

Fund: 001 GENERAL FUND

Account Category: Revenues	Description	Original Budget	Amended	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	6,648.61	99.78
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	(14,561.04)	114.63
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	(45,540.58)	115.28
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	(12,582.74)	123.63
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	60.38	92.85
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	(135.81)	101.70
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	(188.19)	112.55
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	(152.74)	103.64
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	118.18	87.22
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	(9,009.90)	106.21
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	549.83	95.77
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	30,241.16	85.93
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	(11,500.10)	114.74
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	(2,338.39)	110.63
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	75.00	95.31
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	(1,300.00)	186.67
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	(1,300.00)	186.67
001-00-331.12.00	FEMA	0.00	0.00	(59,831.04)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	(41,539.88)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	(1,000.00)	120.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	(7,538.18)	107.32
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	(50.41)	101.15
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	47,925.88	78.89
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENTS	0.00	0.00	(167,510.00)	100.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	800.00	55.56
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	(1,600.00)	134.04
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	8,600.00	8,600.00	4,350.00	49.42
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	(2,400.00)	120.00

	Description	Original Budget	Amended	Available	% Used
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	1,225.00	56.25
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	(61,608.16)	254.02
001-00-366.21.00	DONATIONS	0.00	0.00	(225.00)	100.00
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	(5,387.34)	268.35
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	222,261.00	37.07
					102.78
Department: 13 FINANCE					
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(70.00)	100.00
					100.00
Department: 15 PLANNING					
001-15-337.90.01	OTHER GRANTS	5,000.00	5,000.00	5,000.00	0.00
					0.00
Department: 21 LAW ENFORCEMEN					
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	(625.00)	100.84
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	537.01	95.12
001-21-351.13.00	PARKING TICKETS	500.00	500.00	(1,250.00)	350.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	(260.53)	230.27
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(76.00)	100.00
					64.05
Department: 22 FIRE CONTROL					
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	3,740.00	16.89
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	12,500.00	90.00
					87.46
Department: 29 CODE ENFORCEME					
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	(30,774.36)	10,358.12
					10,358.12
Department: 41 PUBLIC WORKS					
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(270.00)	100.00

	Description	Original Budget	Amended	Available	% Used
					100.00
Overall Revenue Rate:					**101.85**
Account Category: Expenditures					
Department: 00					
001-00-581.00.00	TRANSFER OUT	326,947.92	326,947.92	(167,510.00)	151.23
					151.23
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	2,675.03	70.28
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	1,605.50	98.58
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	636.53	93.19
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	284.43	98.21
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	6,436.03	69.24
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	(42.60)	160.86
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	34.68	76.33
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	(59.88)	105.35
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	3,016.40	41.88
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	2,058.53	38.55
001-11-510.47.00	PRINTING	7,588.00	7,588.00	6,150.91	18.94
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	233.89	41.53
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	1,585.48	70.21
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	4,994.71	73.20
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	(140.00)	116.37
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	1,430.00	57.44
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	24,445.45	55.25
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	100.00
					80.03
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	868.22	99.55
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	(3,164.95)	126.09

	Description	Original Budget	Amended	Available	% Used
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	(4,651.96)	127.63
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	(547.14)	111.65
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	(8,767.75)	129.46
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	675.98	26.20
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	(102.82)	214.24
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	(3,040.95)	116.89
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	1,542.00	31.77
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	(6,164.78)	1,641.20
001-12-510.52.50	GAS & OIL	0.00	0.00	(1,600.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	969.46	71.74
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	(1,500.00)	250.00
					109.05
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	(29,207.53)	138.67
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	(2,207.25)	138.20
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	(3,974.11)	137.50
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	(2,808.45)	120.46
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	23.40	82.79
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	50.15	67.65
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	5,200.00	86.63
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	6,524.16	55.74
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	36.01	27.98
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	250.00	98.37
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	100.00
					109.20
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	(38,043.90)	129.91
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	6,645.00	23.09

	Description	Original Budget	Amended	Available	% Used
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	13,080.00	9.17
					112.19
Department: 15 PLANNING					
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	(13,327.79)	248.09
					248.09
Department: 19 GENERAL SERVICE					
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	5.00	99.87
001-19-510.31.11	SECURITY	411.00	411.00	(4,112.00)	1,100.49
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	(3,592.38)	121.87
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	(280.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	4,690.57	81.48
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	10,038.56	86.72
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	(6,082.58)	111.08
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	(7,590.26)	127.11
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	419.57	89.51
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	(59.16)	101.59
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	6,941.25	92.91
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	(1,653.00)	124.84
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	(4,615.50)	103.79
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	(4,640.75)	134.73
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	(651.35)	115.15
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	4,440.36	68.34
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTENANCE	3,720.00	3,720.00	3,419.24	8.08
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	(898.00)	124.13
001-19-510.47.00	PRINTING	0.00	0.00	(107.79)	100.00
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	(161.00)	100.54
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	(1,119.93)	118.67
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	781.71	47.89
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	(56.00)	101.47
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	4.97	98.76

	Description	Original Budget	Amended	Available	% Used
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	9,844.00	38.48
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	2,960.62	74.24
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	100.00
					98.86
Department: 21 LAW ENFORCEMEN					
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	54,721.07	93.67
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	(3,044.44)	108.62
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	9,607.50	69.03
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	(1,595.00)	120.45
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	(525.00)	108.08
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	9,332.68	87.51
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	41,908.58	81.54
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	573.07	90.81
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	6,438.99	95.40
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	(84.14)	103.04
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	156.80	84.95
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	684.00	43.00
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	314.42	83.38
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	(2,298.03)	119.50
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	66.03	66.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	2,329.29	79.31
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	604.00	24.50
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	(1,179.78)	105.90
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	(534.49)	129.69
001-21-520.51.10	POSTAGE	0.00	0.00	(228.54)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	(1,966.02)	123.13

	Description	Original Budget	Amended	Available	% Used
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	4,851.24	65.18
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	(6,111.10)	130.56
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	6,958.85	30.41
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	689.85	77.01
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	(15.00)	102.11
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	264.20	92.23
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	306.57	93.74
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	1,821.92	92.75
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	100.00
					90.69
Department: 22 FIRE CONTROL					
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	129,354.06	47.97
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	7,889.16	1.91
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	25,931.48	5.42
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	3,995.00	90.01
001-22-500.15.00	EDUCATION INCENTIVE PAY	0.00	0.00	(723.47)	100.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	12,940.01	49.18
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	1,836.75	82.74
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	28,871.03	29.74
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	28,605.17	32.71
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	599.78	37.52
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	140.88	41.54
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	(3,806.00)	340.58
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	(54.94)	100.89
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	(3,173.50)	526.55
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	2,400.00	4.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	560.52	43.95
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	(1,104.34)	131.00

	Description	Original Budget	Amended	Available	% Used
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	(5,010.42)	150.10
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	3,963.54	84.15
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	(2,469.14)	198.77
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	(3,817.47)	736.25
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	(4,421.20)	188.42
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	(280.80)	107.02
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	(9,224.41)	388.26
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	681.80	31.82
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	3,170.10	54.71
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	(1,695.81)	152.99
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	202.13	85.56
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	21.00	97.00
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	3,326.96	39.78
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	1,968.98	21.24
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	(2,607.56)	113.07
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	100.00
					62.26
Department: 29 CODE ENFORCEME					
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	16,210.25	58.98
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	801.33	73.49
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	2,317.42	58.21
001-29-500.23.01	HEALTH INSURANCE	0.00	0.00	(2,230.28)	100.00
001-29-500.23.02	LIFE INSURANCE	0.00	0.00	(22.52)	100.00
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	219.00	82.44
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	276.67	7.78
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	(975.00)	119.90
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	76.00	81.00
001-29-520.51.10	POSTAGE	850.00	850.00	471.80	44.49

	Description	Original Budget	Amended	Available	% Used
001-29-520.51.20	RECORDING COSTS	250.00	250.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	(225.00)	101.55
					74.69
Department: 41 PUBLIC WORKS					
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	16,193.15	93.26
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	950.10	36.66
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	(17,400.47)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	2,371.42	92.96
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	(1,493.39)	103.42
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	240.12	55.03
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	60.26	79.09
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	(487.96)	109.76
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	1,375.62	72.49
001-41-530.43.50	DUMP SERVICE	160.00	160.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	(2,104.78)	240.32
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	2,669.46	46.61
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	4,403.54	70.64
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	(814.86)	108.15
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	1,768.49	41.05
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	932.36	6.76
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	612.18	56.27
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	1,153.22	23.12
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	1,002.42	94.58
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	280.08	85.06

	Description	Original Budget	Amended	Available	% Used
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	(52.41)	104.19
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	6,476.49	10.05
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	1,503.80	76.13
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	5,964.00	20.48
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	(2,255.38)	153.70
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	738.00	26.20
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	18,500.00	0.00
001-41-543.00.00	LICENSES & FEES	0.00	0.00	(4,444.82)	100.00
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	100.00
					91.19
Overall Expenditure Rate:					**93.83**
Fund: 104 ENVIRONMENTAL ADVISO					
Account Category: Revenues					
Department: 00					
104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	100.00
					3.71
Account Category: Expenditures					
Department: 72 PARKS & RECREATI					
104-72-570.34.91	LANDSCAPING	0.00	0.00	(891.25)	100.00
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	(78.54)	119.64
104-72-570.49.90	ADOPT AN AREA	50.00	50.00	(3.50)	107.00
104-72-570.51.00	OFFICE SUPPLIES	100.00	100.00	100.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,400.00	1,400.00	1,400.00	0.00
104-72-570.90.01	SPECIAL EVENTS	700.00	700.00	(746.49)	206.64
					108.29

Fund: 107 PARKS BOARD	Description	Original Budget	Amended	Available	% Used
Account Category: Revenues					
Department: 00					
107-00-271.00.99	CARRY FORWARD	1,137.79	1,137.79	1,137.79	0.00
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	(780.00)	114.18
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	(1,535.00)	407.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	100.00
					105.44
Account Category: Expenditures					
Department: 72 PARKS & RECREATI					
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	333.16	66.68
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	4,401.35	2.19
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	769.83	82.89
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	(2,861.31)	290.75
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	10,000.00	0.00
					41.20
Fund: 122 POLICE ICE FUND					
Account Category: Revenues					
Department: 00					
122-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENTS	0.00	0.00	(120,000.00)	100.00
122-00-381.00.00	TRANSFERS IN	0.00	0.00	(167,510.00)	100.00
					100.00
Account Category: Expenditures					
Department: 21 LAW ENFORCEMEN					
122-21-520.46.15	EQUIPMENT	0.00	0.00	(24,287.61)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	(142,933.95)	100.00
					100.00

Fund: 125 BUILDING DEPT	Description	Original Budget	Amended	Available	% Used
Account Category: Revenues					
Department: 24 PROTECTIVE INSPE					
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	(16,238.40)	108.12
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	(3,825.00)	100.00
125-24-322.10.00	ZONING PLAN REVIEW	450.00	450.00	400.00	11.11
125-24-322.10.10	SITE PLAN REVIEW P&Z	3,500.00	3,500.00	(13,397.78)	482.79
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	325.00	72.92
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	11,279.34	31.64
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	15,000.00	0.00
					101.74
Account Category: Expenditures					
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	112,368.78	29.35
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	8,621.66	29.14
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	15,815.20	29.13
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	4,397.94	76.18
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	59.64	46.75
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	144.10	24.50
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	(96,923.25)	1,304.31
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	1,133.73	20.77
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	(178.42)	218.95
125-24-520.51.10	POSTAGE	25.00	25.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	85.00	0.00

	Description	Original Budget	Amended	Available	% Used
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	(863.22)	132.70
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	(1,362.95)	132.23
					79.58
Fund: 141 STORMWATER ASSESMENT UTILITY FUND					
Account Category: Revenues					
Department: 00					
141-00-271.00.99	CARRY FORWARD	81,794.97	81,794.97	81,794.97	0.00
					0.00
Department: 41 PUBLIC WORKS					
141-41-313.33.00	STORMWATER UTILITY FEES	55,500.00	55,500.00	(0.04)	100.00
141-41-322.10.20	DRAINAGE SITE PLAN REVIEW	3,000.00	3,000.00	3,000.00	0.00
					94.87
Account Category: Expenditures					
141-41-530.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	(2,878.50)	157.57
141-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	(2,785.35)	100.00
141-41-530.31.30	DRAINAGE SITE PLAN REVIEW	3,200.00	3,200.00	1,102.49	65.55
141-41-530.46.50	STORM DRAIN MAINTENANCE	5,500.00	5,500.00	2,230.18	59.45
141-41-530.51.10	POSTAGE	0.00	0.00	(2,758.84)	100.00
141-41-530.54.10	TRAINING & SCHOOLS	500.00	500.00	500.00	0.00
141-41-530.64.01	CAPITAL OUTLAY	86,184.00	86,184.00	28,140.02	67.35
141-41-538.31.00	INTERLOCAL ADMIN. COSTS	2,252.00	2,252.00	(64.00)	102.84
141-41-538.34.90	SWALE CONSTRUCTION	2,500.00	2,500.00	2,500.00	0.00
141-41-543.00.00	LICENSES & FEES	500.00	500.00	(500.00)	200.00
					75.87
Fund: 172 OCEAN PARK PARKING F					
Account Category: Revenues					
Department: 00					
172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	117,991.10	0.00
					0.00

Department: 75 TOWN PARKS	Description	Original Budget	Amended	Available	% Used
172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	(12,675.00)	326.34
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	(21,910.32)	118.57
					127.98
Account Category: Expenditures					
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	(930.10)	104.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	(2,686.83)	155.98
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	(260.00)	108.33
172-75-575.34.91	LANDSCAPING	500.00	500.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	2,684.86	64.20
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	(19.74)	100.71
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	192.01	88.00
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	193.87	91.85
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	(23.56)	104.71
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	623.64	71.65
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	692.87	13.39
172-75-575.52.25	TOOL RENTAL	300.00	300.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	(427.35)	313.68
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	100.00
					98.96
Fund: 175 RYCKMAN CROSSOVER F					
Account Category: Revenues					
Department: 00					
175-00-271.00.99	CARRY FORWARD	117,552.57	117,552.57	117,552.57	0.00
					0.00
Department: 75 TOWN PARKS					
175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	2,525.00	49.50

	Description	Original Budget	Amended	Available	% Used
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	7,536.49	91.63
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	(1,600.00)	150.00
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	308.50	95.59
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	4,151.20	58.49
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	(80.00)	100.00
					88.85
Account Category: Expenditures					
Department: 00					
175-00-581.00.00	TRANSFER OUT	25,000.00	25,000.00	0.00	100.00
					100.00
Department: 75 TOWN PARKS					
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	(2,160.20)	177.15
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	1,590.82	63.85
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	(453.60)	100.00
175-75-575.47.00	PRINTING	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	(309.79)	103.87
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	(1,459.14)	391.83
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	149.26	94.03
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	190.45	95.77
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	(722.50)	107.00
175-75-575.53.20	SIGNS	1,100.00	1,100.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	(468.28)	233.79
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	25,000.00	75.96
					83.51

Fund: 341 CAPITAL PROJECTS - STO	Description	Original Budget	Amended	Available	% Used
Account Category: Revenues					
Department: 00					
341-00-271.00.99	CARRY FORWARD	1,545,213.25	1,545,213.25	1,545,213.25	0.00
341-00-381.00.00	TRANSFERS IN	585,706.00	585,706.00	0.00	100.00
					27.49
Account Category: Expenditures	Description	Original Budget	Amended	Available	% Used
Department: 41 PUBLIC WORKS					
341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	(200.00)	100.00
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	(4,694.35)	100.00
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	29,850.65	98.52
					98.77
Fund: 351 LAND & ROAD IMPROVEN					
Account Category: Revenues					
Department: 00					
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	9,384.30	0.00
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	100.00
					94.33
Account Category: Expenditures					
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	100.00
					100.00
Department: 41 PUBLIC WORKS					
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	134,000.00	0.00
					0.00

FY25	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	TOTAL
Ocean	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	13,865.65	16,475.07	19,141.32	12,551.44	3,820.56	120,775.08
Ryckman	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	4,593.15	5,476.05	7,175.77	5,532.56	7,435.71	65,637.86
Total	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	18,458.80	21,951.12	26,317.09	18,084.00	11,256.27	186,412.94

FY26	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	TOTAL
Ocean	6,108.03	6,673.77	6,621.62	18,936.61	17,864.61	17,410.77	17,125.76	18,742.76	12,185.90	10,175.98	139,910.92
Ryckman	7,465.79	6,842.06	6,611.86	8,218.51	7,799.87	7,528.74	6,557.05	6,571.93	5,279.68	5,429.68	82,463.51
Total	13,573.82	13,515.83	13,233.48	27,155.12	25,664.48	24,939.51	23,682.81	25,314.69	17,465.58	15,605.66	222,374.43

SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28084
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240013 - Town of Melbourne Beach - General
Matter Name:General

Services

Date	Atty	Description	Quantity	Rate	Total
09-01-26	RGK	Phone conferences with Marie Smith Re Tentative Budget; correspondences with Mayor Dennington Re same	0.50	200.00	$100.00
09-02-26	RGK	Review Tentative Budget in preparation for special meeting on 9/3	0.90	200.00	$180.00
09-02-26	RGK	Draft Resolutions 2026-07 and 2026-08; review Florida statutes for compliance with budget adoption process	2.20	200.00	$440.00
09-02-26	RGK	Review revised and amended tentative budget in preparation for budget meeting on 9/3	0.70	200.00	$140.00
09-03-26	RGK	Research CEOs applicable to volunteer firefighters and potential conflicts of interest; begin drafting inquiry letter to Commission on Ethics re request for opinion	2.10	200.00	$420.00
09-03-26	RGK	Prepare for and attend first budget meeting and special meeting	3.50	200.00	$700.00
09-08-26	RGK	Draft Parking Ordinance for Ocean Park and Ryckman Park	4.20	200.00	$840.00
09-08-26	RGK	Review submissions by Baker Marine Construction, LLC; Draft Agreement with Baker Marine Construction, LLC	1.80	200.00	$360.00
09-09-26	RGK	Email Correspondence: Review and revise Resolution 2026-09; Emails with Marie Smith and Jennifer Kerr RE: same	0.30	200.00	$60.00

09-09-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Sands on the Beach Fire Prevention Code violations	0.10	200.00	$20.00
09-10-26	RGK	Phone conference with Jacob Lopez and Dave Micka Re Sands on the Beach	0.40	200.00	$80.00
09-10-26	RGK	Phone conference with Dave Micka Re fire watch services	0.10	200.00	$20.00
09-15-26	RGK	Revise and finalize Paid Parking Ordinance	1.10	200.00	$220.00
09-15-26	AJH	Confer w/ RGK re: decorum, City budgeting	0.20	225.00	$45.00
09-15-26	RGK	Email Correspondence: Research and Revise Draft Commission on Ethics Letter; Email to Bruce Pickett Re same	1.20	200.00	$240.00
09-16-26	RGK	Review agenda items and attachments in preparation for regular Commission meeting	0.80	200.00	$160.00
09-16-26	RGK	Meet with staff and attend Commission meeting	5.50	200.00	$1,100.00
09-17-26	RGK	Email Correspondence: Email from Marie Smith RE: Basin 10 - Additional Info Letter	0.10	200.00	$20.00
09-17-26	RGK	Review and revise Ordinance Re Shared Plan for Police	0.50	200.00	$100.00
09-18-26	RGK	Phone conference with Marie Smith, Dave Micka, Jeff Parsons, Steve Freeman, and Jacob Lopez Re ongoing code violations	1.30	200.00	$260.00
09-18-26	RGK	Email Correspondence: Review GO Bond language; Emails with Steve Miller, Jay Glover, and Marie Smith RE: Language for Website for our GO bond	0.30	200.00	$60.00
09-18-26	RGK	Email Correspondence: Email from David Baggett RE: Basin 10 - Additional Info Letter	0.10	200.00	$20.00
09-18-26	RGK	Email Correspondence: Review all invoices from April, May, June, and July for entries attributable to litigation RE: Invoices (JLAC request)	0.70	200.00	$140.00
09-18-26	RGK	Email Correspondence: Email from Jacob Lopez Re Sand on the Beach Timeline	0.10	200.00	$20.00
09-22-26	RGK	Meet with staff; prepare for and attend special magistrate hearing	1.50	200.00	$300.00
09-23-26	RGK	Phone conference with FPL Re 1005 Atlantic Street light pole	0.40	200.00	$80.00
09-23-26	RGK	Email Correspondence: Email to Jacob Lopez Re 1005 Atlantic Street - Sea Turtle Lights	0.10	200.00	$20.00
09-23-26	RGK	Email Correspondence: Email to Djon Pepaj Re 1005 Atlantic Street - SOB of Brevard LLC	0.10	200.00	$20.00
09-23-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: 1005 Atlantic Street - Sea Turtle Lights	0.10	200.00	$20.00

09-24-26	RGK	Revise ethics inquiry letter to the Commission on Ethics	0.50	200.00	$100.00
09-24-26	RGK	Email Correspondence: Review Town Code for provisions related to garbage can removal; Email to Jacob Lopez and Marie Smith Re Garbage Cans	0.30	200.00	$60.00
09-24-26	RGK	Email Correspondence: Email to Bruce PIckett RE: Ethics email	0.10	200.00	$20.00
09-24-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Garbage Cans	0.20	200.00	$40.00
09-25-26	RGK	Email Correspondence: Review waste franchise agreement; Emails with Marie Smith and Jacob Lopez RE: Garbage Cans	0.50	200.00	$100.00
09-25-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Garbage Cans	0.20	200.00	$40.00
09-25-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Garbage Cans	0.20	200.00	$40.00
09-29-26	RGK	Email Correspondence: Emails with Jeff Mandel RE: Town of Melbourne Beach	0.20	200.00	$40.00
09-29-26	RGK	Email Correspondence: Emails with Djon Pepaj RE: FPL Light	0.30	200.00	$60.00
09-29-26	RGK	Email Correspondence: Email from Djon Pepaj Re Subject: ECE26-0475 – FPL Lighting Compliance Update	0.10	200.00	$20.00
09-29-26	RGK	Email Correspondence: Phone conference with Jeff Mandel; Emails with Jeff Mandel Re Melbourne Beach - Draft Firefighter Compensation Policy	0.30	200.00	$60.00
09-30-26	RGK	Travel time (half) for special set code enforcement hearings	1.60	200.00	$320.00
09-30-26	RGK	Phone conference with FPL Re 1005 Atlantic Street (sea turtle light)	0.60	200.00	$120.00
09-30-26	RGK	Email Correspondence: Email from Djon Pepaj Re code enforcement case	0.10	200.00	$20.00
09-30-26	RGK	Attendance at code enforcement hearing and meet with staff	1.50	200.00	$300.00
09-30-26	RGK	Email Correspondence: Email from Djon Pepaj Re FPL	0.10	200.00	$20.00
09-30-26	RGK	Email Correspondence: Email from Djon Pepaj Re FPL ticket number	0.10	200.00	$20.00

Services Subtotal: $7,565.00

Expenses

Date	Atty	Description	Quantity	Rate	Total
09-09-26	ER	RGK Travel Mileage: Melbourne 8/19/26 MN 240013	1.00	120.35	$120.35
09-30-26	ER	RGK Travel Mileage: 9/16/26 Melbourne $120.35	1.00	120.35	$120.35

Expenses Subtotal: $240.70

Subtotal	$7,805.70
Total	$7,805.70
Payment	$0.00
Balance Owing	$7,805.70

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $12,868.20

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28091
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240208 - Town of Melbourne Beach - Building
Matter Name:Building

Services

Date	Atty	Description	Quantity	Rate	Total
09-01-26	RGK	Email Correspondence: Email to Jeff Parsons Re FBC Binding Interpretation 317	0.10	200.00	$20.00
09-29-26	RGK	Review Town Code and LDC for provisions relating to accessory structures and permitted uses	0.40	200.00	$80.00
09-29-26	RGK	Email Correspondence: Emails with Steve Freeman and Marie Smith RE: Accessory dwelling units	0.20	200.00	$40.00
09-29-26	RGK	Research HB 1389 Re ADUs and amendments to bill	0.30	200.00	$60.00

Services Subtotal: $200.00

Subtotal	$200.00
Total	$200.00
Payment	$0.00
Balance Owing	$200.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $200.00

Tax ID #32-0242557
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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28092
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240209 - Town of Melbourne Beach - Elected Officials
Matter Name:Elected Officials

Services

Date	Atty	Description	Quantity	Rate	Total
09-03-26	RGK	Phone conference with Mayor Dennington Re budget and FEMA funds	0.40	200.00	$80.00
09-08-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Budget Workshop next week	0.10	200.00	$20.00
09-15-26	RGK	Email Correspondence: Emails with Commissioner Quarrie RE: RTCM Sept 16	0.20	200.00	$40.00
09-15-26	RGK	Email Correspondence: Email to Commissioners RE Paid Parking Ordinance	0.10	200.00	$20.00
09-15-26	RGK	Phone conference with Commissioner Quarrie Re Paid Parking Ordinance	0.40	200.00	$80.00

Services Subtotal: $240.00

Subtotal	$240.00
Total	$240.00
Payment	$0.00
Balance Owing	$240.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $320.00

Tax ID #32-0242557
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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28093
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240210 - Town of Melbourne Beach - Finance
Matter Name:Finance

Services

Date	Atty	Description	Quantity	Rate	Total
09-02-26	RGK	Email Correspondence: Email to Jennifer Kerr and Marie Smith Re Resolutions 2026-07 and 08; Exhibit A to Resolution 2026-08	0.20	200.00	$40.00
09-03-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Exhibit A to Budget Resolution	0.20	200.00	$40.00
09-18-26	RGK	Email Correspondence: Review public records request; Emails with Jennifer Kerr RE: PRR-2026-133	0.50	200.00	$100.00
09-18-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Invoices	0.10	200.00	$20.00
09-18-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: PRR-2026-133	0.20	200.00	$40.00

Services Subtotal: $240.00

Subtotal	$240.00
Total	$240.00
Payment	$0.00
Balance Owing	$240.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $940.00

Tax ID #32-0242557
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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28094
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240211 - Town of Melbourne Beach - Fire
Matter Name:Fire

Services

Date	Atty	Description	Quantity	Rate	Total
09-04-26	RGK	Email Correspondence: Review and Revise Firefighter Compensation Policy; Email to Marie Smith, Jennifer Kerr, and Chief Brown Re same	0.40	200.00	$80.00

Services Subtotal: $80.00

Subtotal	$80.00
Total	$80.00
Payment	$0.00
Balance Owing	$80.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $120.00

Tax ID #32-0242557
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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28095
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240212 - Town of Melbourne Beach - Police
Matter Name:Police

Services

Date	Atty	Description	Quantity	Rate	Total
09-16-26	RGK	Phone conferences with Chief Zander Re Rules of Decorum for Commission meetings	0.30	200.00	$60.00
09-16-26	RGK	Email Correspondence: Email to Chief Zander Re Commission Decorum - Removal from Meeting	0.10	200.00	$20.00

Services Subtotal: $80.00

Subtotal	$80.00
Total	$80.00
Payment	$0.00
Balance Owing	$80.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $280.00

Tax ID #32-0242557
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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28096
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240213 - Town of Melbourne Beach - Public Works
Matter Name:Public Works

Services

Date	Atty	Description	Quantity	Rate	Total
09-08-26	RGK	Email Correspondence: Emails with Tom Davis RE: Sixth Ave. sewall	0.20	200.00	$40.00
09-09-26	RGK	Email Correspondence: Email to Tom Davis RE: Sixth Ave. sewall	0.10	200.00	$20.00

Services Subtotal: $60.00

Subtotal	$60.00
Total	$60.00
Payment	$0.00
Balance Owing	$60.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $440.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28097
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240214 - Town of Melbourne Beach - Town Clerk
Matter Name:Town Clerk

Services

Date	Atty	Description	Quantity	Rate	Total
09-01-26	RGK	Email Correspondence: Email from Cyd Jones Re September 3, 2026 Tentative Budget Hearing - Agenda Packet	0.10	200.00	$20.00
09-02-26	RGK	Phone conference with Cyd Jones Re revised tentative budget	0.20	200.00	$40.00
09-02-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Updated Budget Packet & Revisions Letter	0.10	200.00	$20.00
09-08-26	RGK	Phone conference with Cyd Jones Re board application question	0.10	200.00	$20.00
09-09-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Draft Ordinance for 9/16	0.20	200.00	$40.00
09-09-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Draft Ordinance for 9/16	0.10	200.00	$20.00
09-15-26	RGK	Email Correspondence: Emails with Cyd Jones RE: 9-1-1 Addressing Interlocal Agreement and Addendum	0.10	200.00	$20.00
09-15-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-48	0.10	200.00	$20.00
09-15-26	RGK	Email Correspondence: Email from Cyd Jones RE: Digital Forensics Follow Up	0.10	200.00	$20.00

09-15-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Digital Forensics Follow Up	0.20	200.00	$40.00
09-15-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Special Magistrate - Code Enforcement	0.10	200.00	$20.00
09-15-26	RGK	Email Correspondence: Email to Marie Smith and Cyd Jones Re Paid Parking Ordinance	0.10	200.00	$20.00
09-17-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Special Magistrate - Code Enforcement	0.20	200.00	$40.00
09-17-26	RGK	Email Correspondence: Email from Cyd Jones Re PRR-2026-76 Invoice	0.10	200.00	$20.00
09-17-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Oct commission meeting add on	0.20	200.00	$40.00
09-22-26	RGK	Email Correspondence: Email from Cyd Jones Re October Commission Workshops	0.10	200.00	$20.00
09-22-26	RGK	Email Correspondence: Email from Cyd Jones RE: Oct commission meeting add on	0.10	200.00	$20.00
09-23-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Special Magistrate - Code Enforcement	0.10	200.00	$20.00
09-23-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-133	0.10	200.00	$20.00
09-29-26	RGK	Email Correspondence: Email from Cyd Jones RE October 14, 2026 Town Commission Workshop Agenda	0.10	200.00	$20.00
09-29-26	RGK	Email Correspondence: Review Reserve Fund Policies; Emails with Cyd Jones RE: October 14, 2026 Town Commission Workshop Agenda	0.40	200.00	$80.00
09-29-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Outstanding Public Records Request	0.20	200.00	$40.00

Services Subtotal: $620.00

Subtotal	$620.00
Total	$620.00
Payment	$0.00
Balance Owing	$620.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $940.00

Tax ID #32-0242557
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INVOICE

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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28098
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240215 - Town of Melbourne Beach - Town Manager
Matter Name:Town Manager

Services

Date	Atty	Description	Quantity	Rate	Total
09-01-26	RGK	Email Correspondence from Marie Smith re: Update Corrected Fund 172 bottom page Expense number	0.10	200.00	$20.00
09-02-26	RGK	Email Correspondence: Emails with Marie Smith RE: More comments from the Mayor	0.20	200.00	$40.00
09-07-26	RGK	Email Correspondence: Emails with Marie Smith Re: Agenda item for September 16th meeting	0.20	200.00	$40.00
09-07-26	RGK	Email Correspondence: Emails with Marie Smith Re: Budget Workshop next week	0.10	200.00	$20.00
09-08-26	RGK	Email Correspondence: Emails with Marie Smith RE: PLEASE READ: Beginning statement tomorrow	0.20	200.00	$40.00
09-14-26	RGK	Email Correspondence: Review Interlocal Agreement with Brevard County; Emails with Marie Smith RE: 9-1-1 Addressing Interlocal Agreement and Addendum	0.30	200.00	$60.00
09-15-26	RGK	Email Correspondence: Emails with Marie Smith RE: short-term rental at 510 Banyan Way	0.10	200.00	$20.00
09-15-26	RGK	Phone conference with Marie Smith, Jacob Lopez, and Jennifer Kerr Re code enforcement matters and budget matters	0.50	200.00	$100.00
09-15-26	RGK	Email Correspondence: Emails with Marie Smith RE: Paid Parking Ordinance	0.20	200.00	$40.00

09-15-26	RGK	Email Correspondence: Emails with Marie Smith RE: Lawsuits Status with correct requested response date	0.20	200.00	$40.00
09-18-26	RGK	Email Correspondence: Email from Marie Smith Re Sands on the Beach update	0.10	200.00	$20.00
09-22-26	RGK	Email Correspondence: Review Town Purchasing provisions; Emails with Marie Smith RE: Competitive Bidding - Additional Questions	0.40	200.00	$80.00
09-28-26	RGK	Email Correspondence: Email from Marie Smith : Oct commission meeting add on	0.10	200.00	$20.00
09-29-26	RGK	Email Correspondence: Emails with Marie Smith RE: Outstanding Public Records Request	0.20	200.00	$40.00
09-30-26	RGK	Email Correspondence: Emails with Marie Smith RE: Outstanding Public Records Request	0.20	200.00	$40.00
09-30-26	RGK	Email Correspondence: Emails with Marie Smith RE: 10/14 TCW	0.20	200.00	$40.00

Services Subtotal: $660.00

Subtotal	$660.00
Total	$660.00
Payment	$0.00
Balance Owing	$660.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,400.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28101
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:250041 - Town of Melbourne Beach - Funoe, LLC - Litigation
Matter Name:Funoe, LLC - Litigation

Services

Date	Atty	Description	Quantity	Rate	Total
09-08-26	RGK	Email Correspondence: Review Court Order Abating case pending settlement	0.10	200.00	$20.00
09-17-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-08-28_PAO Staying Case	0.20	200.00	$40.00
09-18-26	RGK	Email Correspondence: Emails with Nathan Mellon RE: Special Magistrate Availability	0.10	200.00	$20.00
09-18-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-08-28_PAO Staying Case	0.10	200.00	$20.00
09-23-26	RGK	Email Correspondence: Email to Nathan Meloon Re Melbourne Beach - Code Enforcement Agenda	0.10	200.00	$20.00

Services Subtotal: $120.00

Subtotal	$120.00
Total	$120.00
Payment	$0.00
Balance Owing	$120.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,020.00

Tax ID #32-0242557
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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 28104
Date: 09-30-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:250056 - Town of Melbourne Beach - Funoe LLC PRR Lawsuit
Matter Name:Funoe LLC PRR Lawsuit

Services

Date	Atty	Description	Quantity	Rate	Total
09-08-26	RGK	Email Correspondence: Review Order Denying Motion for Rehearing; Email to Marie Smith Re same	0.20	200.00	$40.00
09-08-26	RGK	Email Correspondence: Emails with Marie Smith Re Order Denying Rehearing	0.20	200.00	$40.00
09-08-26	RGK	Email Correspondence: Email to Commissioners Re Funoe v. Town - Public Records Case Update	0.10	200.00	$20.00
09-23-26	RGK	Email Correspondence: Review court filing Re Notice of Appeal	0.10	200.00	$20.00
09-24-26	RGK	Email Correspondence: Email from Clerk Re 5th District Court of Appeal SERVICE OF COURT DOCUMENT Case Number 5D2026-2902 Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
09-24-26	RGK	Email Correspondence: Email from Clerk Re 5th District Court of Appeal SERVICE OF COURT DOCUMENT Case Number 5D2026-2902 Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
09-24-26	RGK	Email Correspondence: Email to Elizabeth Harris Re New Funoe Appeal	0.10	200.00	$20.00
09-24-26	RGK	Email Correspondence: Email to Marie Smith and Town Commissioners Re Funoe - Notice of Appeal (Public Records Case)	0.10	200.00	$20.00
09-24-26	RGK	Email Correspondence: Emails with Elizabeth Harris RE: New Funoe Appeal	0.20	200.00	$40.00

09-24-26	RGK	Email Correspondence: Emails with Elizabeth Harris RE: New Funoe Appeal	0.10	200.00	$20.00
09-25-26	RGK	Phone conference with Elizabeth Harris and Marie Smith Re Funoe appeal	0.40	200.00	$80.00
09-29-26	RGK	Email Correspondence: Emails with Nathan Meloon Re Stay of Appeal and Attorney Fee Hearing	0.20	200.00	$40.00
09-29-26	RGK	Email Correspondence: Email to Elizabeth Harris Re Funoe Appeal	0.10	200.00	$20.00
09-29-26	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Funoe Appeal	0.10	200.00	$20.00

Services Subtotal: $420.00

Subtotal	$420.00
Total	$420.00
Payment	$0.00
Balance Owing	$420.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $4,472.50

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

https://secure.lawpay.com/pages/shepardfirm/operating

Town of Melbourne Beach

Building Department Report
September 2026

- Permit issued - 42
- Construction value - $1,600,067.39
- Permit fees collected - $18,439.72
- Plans reviewed – 50
- Building inspections completed – 73
- Site plan review for P&Z – 0
- Stop work order – 0
- New homes (completed) – 2 (1806 Pine St & 394 River View)
- Short-term rental inspections – 3 (all pass)
- HB803 $7500 and under permits – 0 exemption requests

Monthly Permit List

Accessory Structure

Permit #	Applicant	Address	Fee Total	Const. Value
PAS26-0006	PINNACLE VENTURES & DEVELOPMENT CARL WILLIAM BRUNOSSON	308 SURF RD	$717.50	$50000.00
	Work Description: installing composite roof system for back porch and doing paver driveway.			
PAS26-0005	CHRISTOPHER BURTON HOMES	1500 PINE ST	$1138.57	$91080.00
	Work Description: New Accessory Structure - Exercise/Storage Building			
PAS26-0007	MORRIS, ROBERT	504 COLONY ST	$79.00	$650.00
	Work Description: permitting of an accessory structure built years prior			

Total Permits For Type: 3
Total Fees For Type: $1935.07
Total Const. Value For Type: $141730.00

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0037	JIM ANDERSON ELECTRIC LLC	1425 ATLANTIC ST	$79.00	$700.00
	Work Description: REPLACE DAMAGED WIRE FROM METER TO PANEL			

Total Permits For Type: 1
Total Fees For Type: $79.00
Total Const. Value For Type: $700.00

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF26-0037	MELBOURNE BEACH, TOWN OF	507 OCEAN AVE	$0.00	$3500.00
	Work Description: installation of 2 rail fence (370lft)			

Total Permits For Type: 1
Total Fees For Type: $0.00
Total Const. Value For Type: $3500.00

Marine - Seawall

Permit #	Applicant	Address	Fee Total	Const. Value
PMS26-0003	BAKER MARINE CONSTRUCTION	SIXTH AVE	$692.90	$47600.00
	Work Description: 6th ave public boatramp repair			

Total Permits For Type: 1
Total Fees For Type: $692.90
Total Const. Value For Type: $47600.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM24-0077	Procell, Andrew	319 HIBISCUS TRL	$354.66	$14601.26
	Work Description: Exact HVAC changeout no duct work			
PM26-0078	MERRITT ISLAND AIR & HEAT, INC	203 SIXTH AVE 7	$308.82	$10129.00
	Work Description: Replaceing existing A/C System with a new Trane A/C System			
PM26-0077	Quality Comfort Air Conditioning and Heating	407 HIBISCUS TRL	$330.01	$12196.17
	Work Description: **Emergency. No Air** Replace existing a/c system. No ductwork.			
PM26-0079	CUSTOM AIR & HEAT INC	309 FIFTH AVE	$388.65	$10599.99
	Work Description: Change out AC system with no duct work			
PM26-0080	DURHAM AND SONS RALPH DURHAM	609 MANGO DR	$354.76	$14610.97
	Work Description: exact replacement 4-ton AC system w/ 10 kw electric heat.			
PM26-0081	Ellington A/C & Heat, Inc.	2207 ATLANTIC ST 825	$394.78	$18515.00
	Work Description: HVAC Changeout (AC and Air Handler)			
PM26-0082	ABLE AIR, INC	2102 ROSEWOOD DR	$350.55	$14200.00
	Work Description: CHANGE OUT 4 TON 17 SEER2 TRANE SYSTEM			
PM26-0083	David Mastrolonardo	314 THIRD AVE	$292.87	$9524.00
	Work Description: Replace existing A/C system			
PM26-0084	MERRITT ISLAND AIR & HEAT, INC	505 ATLANTIC ST	$385.34	$17594.00
	Work Description: Replacing the existing A/C System with a new A/C System			
PM26-0085	Florida Breeze	205 THIRD AVE	$319.80	$11200.00
	Work Description: REPLACE HVAC SYSTEM EXACT SIZE CHANGE OUT NO DUCT WORK			
PM26-0086	Brevard Cooling and Heating Inc	203 SURF RD	$338.15	$12990.00
	Work Description: Hvac exact change out			

Total Permits For Type: 11
Total Fees For Type: $3818.39
Total Const. Value For Type: $146160.39

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0020	PAVER PRO OF BREVARD	402 RIVER VIEW LN	$281.37	$9150.00
	Work Description: Adding a u shape on to current driveway with pavers			

Total Permits For Type: 1
Total Fees For Type: $281.37
Total Const. Value For Type: $9150.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0028	TAYSTONE PLUMBING LLC SAMUEL WALROND	315 6TH AVE	$348.50	$14000.00
	Work Description: Entire home water line re-pipe. And replace old cast iron sewer pipe with schedule 40 pvc pipe.			
PP26-0029	ISLAND REPIPE AND PLUMBING	315 HIBISCUS TRL	$187.75	$6100.00
	Work Description: repipe of home			

Total Permits For Type: 2
Total Fees For Type: $536.25
Total Const. Value For Type: $20100.00

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0010	PINNACLE VENTURES & DEVELOPMENT CARL WILLIAM BRUNOSSON	308 SURF RD	$461.25	$25000.00
	Work Description: adding hot tub to existing pool shell.			

Total Permits For Type: 1
Total Fees For Type: $461.25
Total Const. Value For Type: $25000.00

Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO26-0004	FERRELLGAS	512 ANDREWS DR	$395.01	$11221.30
	Work Description: Remove 120 Gal tank at 80% and install 500 Gal UG LP tank and connect to existing gas system			

Total Permits For Type: 1
Total Fees For Type: $395.01
Total Const. Value For Type: $11221.30

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0029	RALPH CARPENTER ROOFING INC	501 MAGNOLIA AVE	$385.81	$17640.00
	Work Description: Remove old roof and install new flat roof			
PRR26-0032	TITAN ROOFING OF FLORIDA, LLC	401 FIFTH AVE	$620.13	$40500.00
	Work Description: ReRoof, Flat, Shingle to Standing Seam over HT Peel & Stick, 32 sq, 1/12 & 3/12			
PRR26-0033	Sal Vitale The Roof Doctor	1427 ATLANTIC ST	$331.80	$12370.00
	Work Description: 5 SQ SYNTHETIC SHAKES 1 SQ FLAT			

Total Permits For Type: 3

Total Fees For Type:	$1337.74
Total Const. Value For Type:	$70510.00

Res Addition

Permit #	Applicant	Address	Fee Total	Const. Value
PRBADD26-000	STEVEN W. PRICE CONSTRUCTION. INC.	408 BANYAN WAY	$666.25	$45000.00

Work Description: Replace windows/doors. Add rear porch roof

Total Permits For Type:	1
Total Fees For Type:	$666.25
Total Const. Value For Type:	$45000.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB26-0011	Florida Retrofits Inc	1350 ATLANTIC ST	$474.78	$41760.00

Work Description: We will be replacing the east deck and west deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCB26-0012	Florida Retrofits Inc	1350 ATLANTIC ST	$360.60	$26530.00

Work Description: Removing existing vinyl siding on the 2nd floor
Install new Hardi Lap siding

*Private Provider Inspection

Total Permits For Type:	2
Total Fees For Type:	$835.38
Total Const. Value For Type:	$68290.00

Res New Construction

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0025	CHRISTOPHER BURTON HOMES	1500 PINE ST	$4217.67	$865919.96

Work Description: New single-family residence

Total Permits For Type:	1
Total Fees For Type:	$4217.67
Total Const. Value For Type:	$865919.96

Shed

Permit #	Applicant	Address	Fee Total	Const. Value
PSH24-0002	JACKSON, WILLIAM	1908 CEDAR LANE	$79.00	$1800.00

Work Description: utility shed

Total Permits For Type:	1
Total Fees For Type:	$79.00
Total Const. Value For Type:	$1800.00

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value

PWS26-0067	GARAGE DOORS GUARANTEED	213 FIRST AVE	$79.00	$2449.00

Work Description: Replace Garage Door on Detached Garage with Hurricane Rated Garage Door. FL Approval: 16660.3

PWS26-0069	BRAD GREGORY WINDOW DOOR AND TRIM LLC	505 POINSETTIA RD	$82.00	$2600.00

Work Description:

PWS26-0070	WINDOW WORLD	2204 ROSEWOOD DR	$419.63	$20940.00

Work Description: Replace 4 Entry doors, size for size

PWS26-0071	LOWES Home Centers	510 HIBISCUS TRL	$156.44	$5072.00

Work Description: Like for like replacement of 1 sliding glass door

PWS26-0072	LOWES Home Centers	500 HIBISCUS TRL	$159.27	$5164.97

Work Description: Replacement (1) exterior Door

PWS26-0073	TREASURE COAST SHUTTERS	1609 ATLANTIC ST	$416.10	$20595.29

Work Description: Install Electric Roll-Up Hurricane Shutters

PWS26-0074	RENEWAL BY ANDERSON	318 6TH AVE	$302.76	$9846.00

Work Description: REMOVE & REPLACE 1 WINDOW , SIZE FOR SIZE, NO STRUCTURAL CHANGES, IMPACT RESISTANT, PRIVATE PROVIDER FOR INSPECTION

PWS26-0076	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	1500 ATLANTIC ST	$79.00	$1886.05

Work Description: Replacing 1 door

PWS26-0075	BREVARD SOFFIT & SIDING, INC DBA BSS EXTERIORS	608 CITRUS CT	$388.22	$17874.96

Work Description: Install (2) impact windows and (2) impact SGD on the home

PWS26-0077	Clyde Hippchen Carpentry Inc	2017 OAK ST	$79.00	$700.00

Work Description: Remove and Replace Single From Impact Entry Door

PWS26-0078	Property Renovations and Construction LLC	213 FIRST AVE	$700.95	$48385.00

Work Description: New window and door replacement

PWS26-0080	LOWES Home Centers	408 RIVERSIDE DR	$242.07	$7872.47

Work Description: LIKE SIZE REPLACEMENT OF 1 DOOR

Total Permits For Type:	**12**
Total Fees For Type:	**$3104.44**
Total Const. Value For Type:	**$143385.74**

Grand Total Fees:	**$18,439.72**
Grand Total Permits:	**42.00**
Grand Total Const. Value:	**$1600067.39**

Monthly Inspection List

JEFFREY PARSONS

Record #	Type	Scheduled	Completed	Result
PWS26-0019	Final Window, Door, & Shutte	09/30/2026	09/30/2026	Approved
PCD26-0018	Final Paver, Concrete, & Dec	09/30/2026	09/30/2026	Approved
PM26-0086	Final Mechanical	09/30/2026	09/30/2026	Approved
PRBADD26-0002	Column & Tie Beam	09/30/2026	09/30/2026	Approved
PP26-0028	Plumbing Underground	09/30/2026	09/30/2026	Approved
PD26-0001	Final Building	09/30/2026	09/29/2026	Approved
PM24-0077	Final Mechanical	09/28/2026	09/28/2026	Approved
PWS26-0058	Final Window, Door, & Shutte	09/28/2026	09/28/2026	Approved
PRBADD26-0002	Column & Tie Beam	09/28/2026	09/28/2026	Disapproved
PM26-0075	Final Mechanical	09/25/2026	09/25/2026	Approved
PWS26-0049	Final Window, Door, & Shutte	09/25/2026	09/25/2026	Approved
PM26-0082	Final Mechanical	09/25/2026	09/25/2026	Disapproved
PWS26-0073	Final Window, Door, & Shutte	09/25/2026	09/25/2026	Approved
PM26-0079	Final Mechanical	09/25/2026	09/25/2026	Disapproved
PP26-0019	Final Plumbing	09/25/2026	09/25/2026	Approved
PRB25-0008	Final Building	09/25/2026	09/25/2026	Approved
PRB25-0008	Final Electrical	09/25/2026	09/25/2026	Approved
PRB25-0008	Final Mechanical	09/25/2026	09/25/2026	Approved
PRB25-0008	Final Plumbing	09/25/2026	09/25/2026	Approved
PWS26-0053	Final Window, Door, & Shutte	09/25/2026	09/25/2026	Approved
PM26-0083	Final Mechanical	09/23/2026	09/23/2026	Disapproved
PRR26-0033	Dry-In	09/23/2026	09/23/2026	Disapproved
PRB26-0008	Final Building	09/23/2026	09/23/2026	Approved
PRBADD26-0008	Column & Tie Beam	09/23/2026	09/23/2026	Approved
PRBALT26-0002	Final Plumbing	09/23/2026	09/23/2026	Approved
PRBALT26-0002	Final Electrical	09/23/2026	09/23/2026	Approved
PRBALT26-0002	Final Mechanical	09/23/2026	09/23/2026	Approved
PRBALT26-0002	Final Building	09/23/2026	09/23/2026	Approved
PRB26-0021	Final Drainage	09/22/2026	09/23/2026	Approved
PMS26-0003	Turbidity	09/22/2026	09/23/2026	Approved
PMS26-0003	Panel	09/22/2026	09/23/2026	Approved
PE26-0037	Final Electrical	09/21/2026	09/23/2026	Approved
PCD26-0016	Final Paver, Concrete, & Dec	09/21/2026	09/23/2026	Approved
PWS26-0004	Final Window, Door, & Shutte	09/21/2026	09/23/2026	Disapproved
PRB26-0017	Lintel	09/21/2026	09/23/2026	Approved
PM26-0063	Final Mechanical	09/18/2026	09/18/2026	Disapproved
PP26-0022	Final Plumbing	09/18/2026	09/18/2026	Approved

Monthly Inspection List

PPL26-0006	Final Pool	09/18/2026	09/18/2026	Approved
PM26-0073	Final Mechanical	09/18/2026	09/18/2026	Approved
PRBADD26-0008	Footer	09/18/2026	09/18/2026	Approved
PWS26-0071	In-Progress	09/18/2026	09/18/2026	Disapproved
PRB26-0017	Lintel	09/16/2026	09/16/2026	Disapproved
PPR25-0011	Final Pool Resurface	09/16/2026	09/16/2026	Disapproved
PE26-0035	Final Electrical	09/16/2026	09/16/2026	Approved
PRB26-0013	Final	09/16/2026	09/16/2026	Approved
PRR26-0021	Final	09/16/2026	09/16/2026	Approved
PF26-0017	Final Fence	09/14/2026	09/14/2026	Approved
PM26-0075	Final Mechanical	09/14/2026	09/14/2026	Disapproved
PMC26-0002	Final Miscellaneous	09/14/2026	09/14/2026	Approved
PWS26-0060	Final Window, Door, & Shutte	09/11/2026	09/11/2026	Approved
PRB26-0010	Truss, Bracing & Strapping	09/11/2026	09/11/2026	Approved
PRR26-0030	Final	09/11/2026	09/11/2026	Approved
PWS26-0070	Final Window, Door, & Shutte	09/11/2026	09/11/2026	Approved
PD26-0005	Final Building	09/11/2026	09/11/2026	Approved
PRB26-0010	Dry-In Roof	09/11/2026	09/11/2026	Approved
PRBADD26-0006	Rough Electrical	09/11/2026	09/11/2026	Approved
PWS26-0055	Final Window, Door, & Shutte	09/09/2026	09/09/2026	Approved
PRB26-0024	In Progress	09/09/2026	09/09/2026	Approved
PE26-0032	Electrical Underground	09/09/2026	09/09/2026	Approved
PRBADD26-0006	Framing	09/09/2026	09/09/2026	Approved
PRB26-0010	Sheathing	09/09/2026	09/09/2026	Approved
PP26-0027	Final Plumbing	09/04/2026	09/04/2026	Approved
PPL26-0006	Deck	09/04/2026	09/04/2026	Approved
PM26-0077	Final Mechanical	09/04/2026	09/04/2026	Approved
PRR26-0031	Final	09/04/2026	09/04/2026	Approved
PF26-0034	Final Fence	09/04/2026	09/04/2026	Approved
PF26-0033	Final Fence	09/04/2026	09/04/2026	Approved
PWS26-0064	Final Window, Door, & Shutte	09/04/2026	09/04/2026	Approved
PAS25-0002	Column & Tie Beam	09/04/2026	09/04/2026	Approved
PRBADD26-0003	Column & Tie Beam	09/04/2026	09/04/2026	Approved
PWS26-0055	In-Progress	09/03/2026	09/04/2026	Approved
PM26-0076	Final Mechanical	09/02/2026	09/03/2026	Approved
PP26-0026	Final Plumbing	09/02/2026	09/03/2026	Approved

Total # of Inspections: 73

Monthly Inspection List

Grand Total Inspections: 73

ID	Title	Status	Priority	Work Type	Description	Assigned to	Created by	Created on	Planned Start Date	Due date	Estimated Time	Started on	Completed on	Completed by	Recurrence	Location	Asset	Categories	Vendors
37	ditch witch storm drain baffle boxes for summer 2026	DONE	HIGH	REACTIVE	ditch witch storm drain baffle boxes for summer 2026	Angel Compres|Sean Hasner	Sean Hasner	7/16/2026 8:43			1:00:00	8/3/2026 11:44	9/14/2026 14:42	Sean Hasner				Preventive|Standard Operating Procedure	
54	breaker panel on 5th river park needs new cover.	DONE	LOW	REACTIVE	breaker panel on 5th river park needs new cover.	Sean Hasner	Sean Hasner	7/16/2026 9:02			1:00:00	9/17/2026 10:01	9/17/2026 10:01	Sean Hasner		5th River Park		Electrical|Safety	
72	stormwater outfall at end of Riverview is sinking	DONE	LOW	REACTIVE	stormwater outfall at end of Riverview is sinking	Sean Hasner	Sean Hasner	7/16/2026 9:25			1:00:00	10/12/2026 14:34	10/12/2026 14:34	Sean Hasner				Damage	
73	get trash pump working or order new pump	DONE	MEDIUM	REACTIVE	get trash pump working or order new pump	Sean Hasner	Sean Hasner	7/16/2026 9:26			1:00:00	10/9/2026 14:32	10/9/2026 14:32	Sean Hasner				Damage|Mechanical	
154	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	8/31/2026 9:22	8/31/2026	9/1/2026	2:00:00	9/1/2026 7:18	9/1/2026 9:51	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
156	Mow west end First Ave.	DONE	MEDIUM	PREVENTIVE	grass very tall	Joe Boucher|Angel Compres	Tom Davis	8/31/2026 11:59	9/7/2026	9/7/2026	1:00:00	9/8/2026 10:12	9/8/2026 10:12	Joe Boucher	Weekly|1|Monday			Landscape	
157	Make stand for History center picture	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/1/2026 8:35			1:00:00	9/1/2026 11:03	9/1/2026 11:03	Sean Hasner				Project	
158	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/1/2026 9:51	9/1/2026	9/2/2026	2:00:00	9/2/2026 7:53	9/2/2026 8:45	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
159	Expose blue border around volleyball courts	DONE		REACTIVE	Expose blue border around volleyball courts	Joe Boucher	Sean Hasner	9/1/2026 11:02			1:00:00	9/16/2026 11:49	9/16/2026 11:49	Joe Boucher		Ocean Park		Maintaining	
160	Mow 3rd river side	DONE	MEDIUM	REACTIVE	Mow and weed eat	Angel Compres	Angel Compres	9/1/2026 11:38			1:00:00	9/1/2026 11:39	9/1/2026 11:39	Angel Compres		3rd River Park		Landscape	
161	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/2/2026 8:45	9/2/2026	9/3/2026	2:00:00	9/3/2026 8:49	9/3/2026 8:51	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
162	fix fish in playground area hoses ripped on blue and orange fish	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/2/2026 9:38			1:00:00	9/2/2026 9:38	9/2/2026 11:28	Sean Hasner				Damage	
175	history center quarterly checklist	DONE		PREVENTIVE	history center quarterly checklist	Angel Compres	MaintainX	9/2/2026 10:36	8/19/2026		1:00:00	9/16/2026 8:01	9/16/2026 8:12	Angel Compres		History Center	History Center	Inspection|Preventive	
176	cut palm tree down on oak Street on harbor East right away	DONE		REACTIVE	cut palm tree down on oak Street on harbor East right away	Angel Compres	Sean Hasner	9/2/2026 11:18			1:00:00	9/2/2026 13:22	9/2/2026 13:22	Angel Compres				Landscape	
177	Ryckman house quarterly checklist	DONE		PREVENTIVE	Ryckman house quarterly checklist	Angel Compres	MaintainX	9/2/2026 11:31	9/2/2026	9/16/2026	1:00:00	9/16/2026 11:26	9/16/2026 11:54	Angel Compres		Ryckman Park	Ryckman House	Inspection|Preventive	
178	town hall quarterly inspection	DONE		PREVENTIVE	town hall quarterly inspection	Angel Compres|jimmy Gomez	MaintainX	9/2/2026 11:33	9/2/2026	9/16/2026	1:00:00	9/17/2026 9:47	9/28/2026 14:40	jimmy Gomez		Town Hall	Town Hall	Inspection|Preventive	
179	community center quarterly checklist	DONE		PREVENTIVE	community center quarterly checklist	Angel Compres	MaintainX	9/2/2026 11:37	9/2/2026	9/16/2026	1:00:00	9/16/2026 9:58	9/16/2026 11:17	Angel Compres				Inspection|Preventive	
180	public works quarterly checklist	DONE		PREVENTIVE	public works quarterly checklist	Angel Compres	MaintainX	9/2/2026 11:38	9/2/2026	9/16/2026	1:00:00	9/16/2026 8:56	9/16/2026 9:49	Angel Compres		Public Works Building	Public Works Building	Inspection|Preventive	
181	trim trees off sidewalk in front of market	DONE		REACTIVE	trim trees blocking the sidewalk in front of the market	Sean Hasner	Sean Hasner	9/2/2026 12:37			1:00:00	9/2/2026 13:59	9/2/2026 13:59	Sean Hasner		Ocean Right of Way		Landscape|Maintaining	
182	Ryckman park monthly checklist	DONE		PREVENTIVE	Ryckman park monthly checklist	Sean Hasner|jimmy Gomez	MaintainX	9/2/2026 14:15	9/9/2026	9/30/2026	1:00:00	10/9/2026 9:31	10/9/2026 13:19	Sean Hasner		Ryckman Park	Ryckman Park - Playground	Inspection|Maintaining	
183	ocean park monthly checklist	DONE		PREVENTIVE	ocean park monthly checklist	Joe Boucher	MaintainX	9/2/2026 14:18	9/9/2026	9/30/2026	1:00:00	9/16/2026 12:02	9/16/2026 12:06	Joe Boucher		Ocean Park	Ocean Restroom	Inspection|Maintaining	
184	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/3/2026 8:51	9/3/2026	9/4/2026	2:00:00	9/4/2026 8:06	9/4/2026 8:08	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
185	patch pot holes in road on 6th	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/3/2026 14:29			1:00:00	9/3/2026 14:30	9/3/2026 14:30	Sean Hasner				Damage	
186	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres	Angel Compres	9/3/2026 14:38		9/4/2026	1:00:00	9/4/2026 8:06	9/4/2026 8:06	Angel Compres	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
188	fill pothole on ave B Beach access	DONE		REACTIVE	fill pothole on ave B Beach access	Joe Boucher	Sean Hasner	9/3/2026 14:47			1:00:00	9/16/2026 11:48	9/16/2026 11:48	Joe Boucher		Ave B Beach Access		Damage	
190	mow in front of post office	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/3/2026 14:54			1:00:00	9/4/2026 10:03	9/4/2026 11:22	Sean Hasner				Maintaining	
191	fix banner holder at bicentennial Park	DONE		REACTIVE		Joe Boucher	Sean Hasner	9/3/2026 15:00			1:00:00	9/16/2026 11:48	9/16/2026 11:48	Joe Boucher				Damage	
192	Mow around the PWD	DONE		PREVENTIVE	Every week	Joe Boucher|Angel Compres	Angel Compres	9/4/2026 8:06	9/5/2026	9/10/2026	1:00:00	9/8/2026 10:15	9/8/2026 10:15	Joe Boucher	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
193	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/4/2026 8:08	9/5/2026	9/7/2026	2:00:00	9/8/2026 7:16	9/8/2026 11:10	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
194	cut sea grape at 6th boat ramp	DONE		REACTIVE	cut sea grape at 6th boat ramp	Sean Hasner	Sean Hasner	9/4/2026 10:02			1:00:00	9/4/2026 11:22	9/4/2026 11:22	Sean Hasner		6th River Park		Landscape|Maintaining	
195	trim sea grapes overhanging loggerhead Park	DONE		REACTIVE	trim secrets over hanging longerHead Park	Sean Hasner	Sean Hasner	9/4/2026 10:03			1:00:00	9/4/2026 10:03	9/4/2026 10:03	Sean Hasner		Loggerhead Beach Access		Landscape	
196	history center quarterly checklist	DONE		PREVENTIVE	history center quarterly checklist	Angel Compres|Sean Hasner	MaintainX	9/4/2026 11:19	9/16/2026	9/30/2026	1:00:00	9/16/2026 7:29	9/16/2026 8:34	Angel Compres		History Center	History Center	Inspection|Preventive	
197	Trim tree in community center back yard playground	DONE		REACTIVE	Few branches	Angel Compres	Angel Compres	9/4/2026 11:38			1:00:00	9/4/2026 11:50	9/4/2026 11:50	Angel Compres				Maintaining	
198	storage yard monthly check	DONE		PREVENTIVE	storage yard monthly check	Sean Hasner	MaintainX	9/4/2026 12:44	9/9/2026	9/30/2026	1:00:00	9/17/2026 9:01	9/17/2026 9:04	Sean Hasner		Storage Building	Storage Building	Inspection|Maintaining	
200	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	9/4/2026 13:06		9/5/2026	1:00:00	9/4/2026 14:14	9/4/2026 14:14	Angel Compres	Weekly|1|Friday			Maintaining	
201	history center quarterly checklist	DONE		PREVENTIVE	history center quarterly checklist	Angel Compres	MaintainX	9/4/2026 13:26	9/2/2026	9/30/2026	1:00:00	9/16/2026 8:47	9/16/2026 8:47	Angel Compres		Ryckman Park	Ryckman House	Inspection|Preventive	
203	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Joe Boucher|Angel Compres	Angel Compres	9/4/2026 14:14	9/6/2026	9/11/2026	1:00:00	9/8/2026 10:13	9/8/2026 10:13	Joe Boucher	Weekly|1|Friday			Maintaining	
204	Being some toilet paper to CC., MAN AND WOMAN B.	DONE		REACTIVE	Rolers	Angel Compres	Angel Compres	9/4/2026 14:27			1:00:00	9/4/2026 14:27	9/4/2026 14:27	Angel Compres		community center		Preventive	
205	public works quarterly checklist	DONE		PREVENTIVE	public works quarterly checklist	jimmy Gomez	MaintainX	9/7/2026 0:01	9/21/2026	10/5/2026	1:00:00	10/9/2026 13:28	10/9/2026 13:39	jimmy Gomez		Public Works Building	Public Works Building	Inspection|Preventive	
206	Mow west end First Ave.	DONE	MEDIUM	PREVENTIVE	grass very tall	Joe Boucher|Angel Compres	Tom Davis	9/8/2026 10:12	9/14/2026	9/14/2026	1:00:00	9/14/2026 15:01	9/14/2026 15:01	Joe Boucher	Weekly|1|Monday				
207	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	9/8/2026 10:13	9/12/2026	9/18/2026	1:00:00	9/16/2026 12:51	9/16/2026 12:51	Angel Compres	Weekly|1|Friday			Maintaining	
208	Mow around the PWD	DONE		PREVENTIVE	Every week	Joe Boucher|Angel Compres	Angel Compres	9/8/2026 10:15	9/11/2026	9/17/2026	1:00:00	9/16/2026 11:47	9/16/2026 11:47	Joe Boucher	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	

209	Trim sea grapes at ocean train tracks n front of volley ball court	DONE	LOW	REACTIVE		Angel Compres	Joe Boucher	9/8/2026 10:20				9/10/2026 8:37	9/10/2026 8:37	Angel Compres				Preventive	
210	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/8/2026 11:10	9/8/2026	9/8/2026	2:00:00	9/9/2026 7:16	9/9/2026 9:56	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
211	Between A and B fill and patch hole with dirt on side of the road	DONE		REACTIVE	Complain	Joe Boucher|Angel Compres	Angel Compres	9/8/2026 11:20			1:00:00	9/8/2026 15:01	9/8/2026 15:01	Joe Boucher				Maintaining	
212	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/9/2026 9:56	9/9/2026	9/9/2026	2:00:00	9/10/2026 7:16	9/10/2026 8:36	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
213	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/10/2026 8:36	9/10/2026	9/10/2026	2:00:00	9/14/2026 7:28	9/14/2026 9:08	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
214	Trim palms at Pier entrance	DONE		REACTIVE		Joe Boucher|Angel Compres	Angel Compres	9/11/2026 7:54			1:00:00	9/11/2026 8:19	10/6/2026 15:21	Joe Boucher				Maintaining	
215	Trim 5th and 6th river side	DONE		REACTIVE	Palms and sea grape	Joe Boucher|Angel Compres	Angel Compres	9/11/2026 13:46			1:00:00	9/11/2026 14:09	9/14/2026 7:22	Angel Compres		6th River Park		Landscape	
216	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/14/2026 9:08	9/14/2026	9/14/2026	2:00:00	9/15/2026 7:28	9/15/2026 8:53	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
217	Mow west end First Ave.	DONE	MEDIUM	PREVENTIVE	grass very tall	Joe Boucher|Angel Compres	Tom Davis	9/14/2026 15:01	9/21/2026	9/21/2026	1:00:00	9/21/2026 15:15	9/21/2026 15:15	Angel Compres	Weekly|1|Monday				
218	light bulb out in front of PD needs to be replaced	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/15/2026 7:47			1:00:00	9/15/2026 15:10	9/15/2026 15:10	Sean Hasner				Damage	
219	magnet for Town Hall entrance door coming loose	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/15/2026 7:49			1:00:00	9/17/2026 10:36	9/17/2026 10:36	Sean Hasner				Damage	
222	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/15/2026 8:53	9/15/2026	9/15/2026	2:00:00	9/16/2026 14:15	9/16/2026 14:17	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
223	ford bucket truck monthly inspection	DONE		PREVENTIVE	ford bucket truck monthly inspection	Angel Compres	MaintainX	9/16/2026 0:00	9/16/2026	9/30/2026	1:00:00	9/30/2026 7:06	9/30/2026 7:08	Angel Compres		Storage Building	Ford F350 Bucket Truck	Inspection|Maintaining	
224	Honda pioneer monthly inspection	DONE		PREVENTIVE	Honda pioneer monthly inspection	Joe Boucher	MaintainX	9/16/2026 0:00	9/16/2026	9/30/2026	1:00:00	9/16/2026 11:50	9/16/2026 11:53	Joe Boucher		Public Works Building	Honda Pioneer		
225	f350 flatbed monthly vehicle inspection	DONE		PREVENTIVE	f350 flatbed monthly vehicle inspection	Joe Boucher|Angel Compres	MaintainX	9/16/2026 0:00	9/16/2026	9/30/2026	1:00:00	9/29/2026 15:05	10/8/2026 13:38	Joe Boucher		Back Lot	Ford F350 Flatbed	Inspection|Maintaining	
226	umax yamaha monthly inspection	DONE		PREVENTIVE	umax yamaha monthly inspection	Joe Boucher	MaintainX	9/16/2026 0:00	9/16/2026	9/30/2026	1:00:00	9/16/2026 11:58	9/16/2026 12:00	Joe Boucher		Public Works Building	Yamaha Umax	Inspection|Maintaining	
227	2008 chevy 1500 monthly inspection	DONE		PREVENTIVE	2008 chevy 1500 monthly inspection	Joe Boucher	MaintainX	9/16/2026 0:00	9/29/2026	9/30/2026	1:00:00	10/8/2026 12:57	10/8/2026 13:00	Joe Boucher		Public Works Building	Chevy 1500 2008	Inspection|Maintaining	
228	John Deer Tractor Monthly Inspection	DONE		PREVENTIVE	John Deer Tractor Monthly Inspection	Joe Boucher	MaintainX	9/16/2026 0:00	9/16/2026	9/30/2026	1:00:00	9/16/2026 12:08	9/16/2026 12:10	Joe Boucher		Public Works Building	John Deer Tractor	Inspection|Landscape	
229	toro mower monthly inspection	DONE		PREVENTIVE	toro mower monthly inspection	Joe Boucher	MaintainX	9/16/2026 0:00	9/16/2026	9/30/2026	1:00:00	9/16/2026 11:53	9/16/2026 11:57	Joe Boucher		Public Works Building	Toro Mower	Inspection|Landscape|Maintaining	
230	monthly vehicle maintenance check of 2019 chevy	DONE		PREVENTIVE	monthly vehicle maintenance check of 2019 chevy	jimmy Gomez	MaintainX	9/16/2026 0:00	9/9/2026	9/30/2026	1:00:00	10/9/2026 13:58	10/9/2026 14:13	jimmy Gomez		Public Works Building	Chevy 1500 2019	Inspection|Maintaining	
231	vehicle inspection 2008chevy	DONE		REACTIVE		Joe Boucher	Sean Hasner	9/16/2026 7:27			1:00:00	9/16/2026 7:45	9/16/2026 11:44	Joe Boucher				Maintaining	
232	reorganize Chief's office in PD	DONE		REACTIVE		Sean Hasner	Sean Hasner	9/16/2026 8:13			1:00:00	9/16/2026 8:13	9/16/2026 8:13	Sean Hasner				Project	
233	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres	Angel Compres	9/16/2026 11:47	9/18/2026	9/24/2026	1:00:00	9/18/2026 15:06	9/18/2026 15:06	Angel Compres	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
234	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	9/16/2026 12:51	9/19/2026	9/25/2026	1:00:00	9/28/2026 12:56	9/28/2026 12:56	Angel Compres	Weekly|1|Friday			Maintaining	
235	monthly inspection of ventrac tractor	DONE		PREVENTIVE	monthly inspection of ventrac tractor	Joe Boucher	MaintainX	9/16/2026 13:30	9/2/2026	9/16/2026	1:00:00	9/16/2026 13:46	9/16/2026 13:51	Joe Boucher		Public Works Building	Ventrac	Inspection|Maintaining	
236	monthly inspection of ventrac tractor	DONE		PREVENTIVE	monthly inspection of ventrac tractor	Joe Boucher	MaintainX	9/16/2026 13:30	9/17/2026	10/1/2026	1:00:00	10/8/2026 12:51	10/8/2026 12:55	Joe Boucher		Public Works Building	Ventrac	Inspection|Maintaining	
237	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/16/2026 14:15	9/17/2026	9/16/2026	2:00:00	9/17/2026 8:52	9/17/2026 8:52	Sean Hasner	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
239	community center quarterly checklist	DONE		PREVENTIVE	community center quarterly checklist	jimmy Gomez	MaintainX	9/16/2026 14:41	9/17/2026	10/1/2026	1:00:00	10/9/2026 12:48	10/9/2026 13:13	jimmy Gomez		community center	Community center	Inspection|Preventive	
240	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/17/2026 8:52	9/17/2026	9/17/2026	2:00:00	9/18/2026 7:12	9/18/2026 10:50	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
241	build split rail fence in Ryckman park	DONE	LOW	PREVENTIVE	build split rail fence in Ryckman park	Sean Hasner	Sean Hasner	9/17/2026 9:19			1:00:00	9/28/2026 7:09	9/28/2026 7:09	Sean Hasner		Ryckman Park		Landscape|Safety	all quality products
242	Town building front door and back door magnet holder is missing a scroll	DONE	HIGH	REACTIVE		Angel Compres	Angel Compres	9/17/2026 9:56			1:00:00	9/17/2026 9:56	9/17/2026 9:56	Angel Compres		Town Hall		Maintaining	
243	Help Cristal and Jimmy trim the and weed it the exon park	DONE		REACTIVE		Angel Compres	Angel Compres	9/17/2026 9:59			1:00:00	9/17/2026 11:39	9/25/2026 8:28	Angel Compres				Landscape	
244	For Jimmy Rickman mans restroom needs need hand soup cleaner and also ocean rest room woman.	DONE		REACTIVE		Angel Compres	Angel Compres	9/18/2026 7:36			1:00:00	9/18/2026 7:36	9/18/2026 7:36	Angel Compres		Ocean Park		Maintaining	
245	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/18/2026 10:50	9/18/2026	9/18/2026	2:00:00	9/21/2026 8:13	9/21/2026 8:49	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
246	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres	Angel Compres	9/18/2026 15:06	9/25/2026	10/1/2026	1:00:00	9/29/2026 14:30	9/29/2026 14:30	Angel Compres	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
247	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/21/2026 8:49	9/21/2026	9/21/2026	2:00:00	9/22/2026 7:17	9/22/2026 8:46	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
248	Mow west end First Ave.	DONE	MEDIUM	PREVENTIVE	grass very tall	Joe Boucher|Angel Compres	Tom Davis	9/21/2026 15:15	9/28/2026	9/28/2026	1:00:00	9/28/2026 9:44	9/28/2026 10:16	Angel Compres	Weekly|1|Monday			Maintaining	
249	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/22/2026 8:46	9/22/2026	9/22/2026	2:00:00	9/24/2026 7:51	9/24/2026 8:37	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	

250	6th ave. Boat Ramp Monthly Checklist	DONE		PREVENTIVE	6th ave. Boat Ramp Monthly Checklist	Sean Hasner	MaintainX	9/23/2026 0:00	9/9/2026	9/30/2026	1:00:00	9/29/2026 14:05	9/29/2026 14:06	Sean Hasner		6th River Park	Boat Ramp 6th ave	Inspection|Maintaining	
251	Bicentennial Park Monthly Checklist	DONE		PREVENTIVE	Bicentennial Park Monthly Checklist	Angel Compres	MaintainX	9/23/2026 0:00	9/9/2026	9/30/2026	1:00:00	10/5/2026 13:40	10/5/2026 14:13	Angel Compres		Bicentennial Park	Bicentennial park	Inspection|Maintaining	
252	5th Ave River Park Monthly Checklist	DONE		PREVENTIVE	5th Ave River Park Monthly Checklist	Sean Hasner	MaintainX	9/23/2026 0:00	9/9/2026	9/30/2026	1:00:00	9/29/2026 14:01	9/29/2026 14:02	Sean Hasner		5th River Park	5th river park	Inspection|Maintaining	
253	circle park monthly checklist	DONE		PREVENTIVE	circle park monthly checklist	Sean Hasner	MaintainX	9/23/2026 0:00	9/9/2026	9/30/2026	1:00:00	9/29/2026 13:53	9/29/2026 13:55	Sean Hasner		Cricle Park	Circle park	Inspection|Maintaining	
254	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/24/2026 8:37	9/24/2026	9/24/2026	2:00:00	9/25/2026 7:43	9/25/2026 9:30	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
255	Fence at Rick man park	DONE		REACTIVE	10ft between each post, 2 arms inside each of them 2 feet down the ground 3 feet up	Angel Compres|Tom Davis|Sean Hasner	Angel Compres	9/25/2026 7:40			1:00:00	10/5/2026 7:06	10/5/2026 7:06	Sean Hasner		Ryckman Park		Project	
256	Fix town baner at charlis	DONE		REACTIVE		Angel Compres|Sean Hasner	Angel Compres	9/25/2026 7:42			1:00:00	9/25/2026 8:43	9/29/2026 14:33	Sean Hasner				Maintaining	
257	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/25/2026 9:30	9/25/2026	9/25/2026	2:00:00	9/28/2026 8:24	9/28/2026 9:30	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
258	trim sea grapes on cherry beach access walkway.	DONE		REACTIVE	trim sea grapes on cherry beach access walkway.	Angel Compres	Sean Hasner	9/28/2026 8:46			1:00:00	9/28/2026 10:45	9/28/2026 10:45	Angel Compres		Cherry Beach Access		Landscape|Maintaining	
259	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	9/28/2026 9:30	9/28/2026	9/28/2026	2:00:00	9/28/2026 10:16	9/28/2026 10:17	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
260	Mow west end First Ave.	DONE		PREVENTIVE	grass very tall	Angel Compres|jimmy Gomez	Tom Davis	9/28/2026 10:16			1:00:00	10/6/2026 11:43	10/6/2026 11:43	jimmy Gomez	Weekly|1|Monday			Maintaining	
261	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	9/28/2026 10:16	9/29/2026	9/29/2026	2:00:00	9/29/2026 13:01	9/29/2026 14:30	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
262	Mow 3rd and 4th ave river side	DONE		REACTIVE	Grass is tall	Angel Compres|jimmy Gomez	Angel Compres	9/28/2026 10:55			1:00:00	9/28/2026 11:05	9/28/2026 12:56	Angel Compres		3rd River Park		Landscape	
263	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	9/28/2026 12:56	9/29/2026	10/2/2026	1:00:00	10/3/2026 8:23	10/3/2026 8:23	Angel Compres	Weekly|1|Friday			Maintaining	
264	Urinal bowl at ocean park Restroom and hand washer pipe is broken needs resplacement	DONE		REACTIVE	Need replace a urinal wax gasket and wall anchors	Angel Compres|jimmy Gomez	Angel Compres	9/29/2026 8:35			1:00:00	9/29/2026 11:25	9/29/2026 11:25	Angel Compres		Ocean Park		Maintaining	
265	Trump and mow in front of the post office	DONE		REACTIVE	Use trimer cut and frond	Joe Boucher|Angel Compres|jimmy Gomez	Angel Compres	9/29/2026 14:08			1:00:00	9/29/2026 14:08	9/29/2026 14:08	Angel Compres		General		Landscape	
266	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	9/29/2026 14:30	9/30/2026	9/30/2026	2:00:00	9/30/2026 7:13	9/30/2026 8:36	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
267	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres	Angel Compres	9/29/2026 14:30	10/2/2026	10/8/2026	1:00:00	10/3/2026 18:07	10/3/2026 18:07	Angel Compres	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
268	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	9/30/2026 8:36	10/1/2026	10/1/2026	2:00:00	10/1/2026 7:38	10/1/2026 10:44	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
269	Trim palms behind the commission meeting building	DONE		REACTIVE		Angel Compres|jimmy Gomez	Angel Compres	9/30/2026 8:49			1:00:00	10/1/2026 7:20	10/1/2026 13:01	Angel Compres				Maintaining	
270	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/1/2026 10:44	10/2/2026	10/2/2026	2:00:00	10/2/2026 7:50	10/2/2026 8:49	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
271	Trim two palms on the side of PD	DONE		REACTIVE		Angel Compres	Angel Compres	10/1/2026 13:03			1:00:00	10/1/2026 13:03	10/1/2026 14:27	Angel Compres		Town Hall		Landscape|Maintaining	
272	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/2/2026 8:49	10/5/2026	10/5/2026	2:00:00	10/5/2026 7:23	10/5/2026 9:58	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
273	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	10/3/2026 8:23	10/3/2026	10/9/2026	1:00:00	10/5/2026 10:51	10/5/2026 10:51	Angel Compres	Weekly|1|Friday			Maintaining	
274	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres|Sean Hasner	Angel Compres	10/3/2026 18:07			1:00:00	10/9/2026 7:10	10/9/2026 7:10	Sean Hasner		Public Works Building	Public Works Building	Maintaining	
277	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	10/5/2026 9:58	10/6/2026	10/6/2026	2:00:00	10/6/2026 11:44	10/6/2026 14:24	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
279	Mower the 2nd river side	DONE		REACTIVE	Grass tall	jimmy Gomez	jimmy Gomez	10/5/2026 15:20			1:00:00	10/6/2026 11:41	10/6/2026 11:41	jimmy Gomez		2nd River Park		Landscape	
281	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/6/2026 14:25	10/7/2026	10/7/2026	2:00:00	10/7/2026 7:42	10/7/2026 8:18	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
283	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	10/7/2026 8:18	10/8/2026	10/8/2026	2:00:00	10/8/2026 8:04	10/8/2026 12:17	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
284	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	10/8/2026 12:17	10/9/2026	10/9/2026	2:00:00	10/9/2026 7:23	10/9/2026 9:42	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
285	fix broken board on GaGa ball pit	DONE		REACTIVE	fix broken board on GaGa ball pit	Sean Hasner	Sean Hasner	10/8/2026 13:29			1:00:00	10/8/2026 13:29	10/8/2026 13:29	Sean Hasner		Ryckman Park		Damage	
286	fix broken board on water Park area deck	DONE		REACTIVE	fix broken deck board by water park	Sean Hasner	Sean Hasner	10/8/2026 13:30			1:00:00	10/8/2026 13:31	10/8/2026 13:31	Sean Hasner		Ryckman Park		Damage	

287	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	10/9/2026 9:42	10/12/2026	10/12/2026	2:00:00	10/12/2026 7:59	10/12/2026 9:33	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
292	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/12/2026 9:33	10/13/2026	10/13/2026	2:00:00	10/13/2026 7:31	10/13/2026 9:31	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
293	fix toilet in pw building	DONE		REACTIVE	fix toilet in pw building	Sean Hasner	Sean Hasner	10/12/2026 14:33			1:00:00	10/12/2026 14:33	10/12/2026 14:33	Sean Hasner				Damage	
294	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jimmy Gomez	Sean Hasner	10/13/2026 9:31	10/14/2026	10/14/2026	2:00:00	10/14/2026 7:55	10/14/2026 8:56	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
295	Install parking signe	DONE		REACTIVE	Place it in the parking spot in front of the community center	Angel Compres|jimmy Gomez	Angel Compres	10/13/2026 9:48			1:00:00	10/13/2026 10:06	10/13/2026 10:08	Angel Compres		community center		Preventive	
298	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/14/2026 8:56	10/15/2026	10/15/2026	2:00:00	10/15/2026 7:12	10/15/2026 8:48	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	

Cases Closed in September

ECE25-0342 207 FLAMINGO LN – Property had a unsecured pool, fence falling over onto adjacent property. The fence has been repaired, securing the pool. Town collected $25,074.36 in fines.

ECE25-0420 420 RIVER VIEW LN – Case closed due to time elapsed.

ECE25-0424 420 RIVER VIEW LN – Case closed due to time elapsed.

ECE26-0470 603 ATLANTIC ST – Sea Turtle Lighting violation, property notified. Reinspection found property compliant.

ECE26-0478 1201 ATLANTIC ST C - Sea Turtle Lighting violation, property notified. Reinspection found property compliant.

ECE26-0479 1103 ATLANTIC ST - Sea Turtle Lighting violation, property notified. Reinspection found property compliant.

ECE26-0480 1203 ATLANTIC ST - Sea Turtle Lighting violation, property notified. Reinspection found property compliant.

ECE26-0481 1101 ATLANTIC ST - Sea Turtle Lighting violation, property notified. Reinspection found property compliant.

ECE26-0455 507 MAGNOLIA AVE – Fence falling over onto adjacent property. Upon reinspection fence was propped up, violation abated.

ECE26-0474 605 RIVERSIDE DR – Front yard overgrown, property notified. Reinspection found grass and weeds were cut. Property complied.

ECE26-0484 228 SIXTH AVE – Unlicensed short term rental property, advertising and renting. Property passed a Life Safety Inspection, issued certificate. Property in compliance.

ECE26-0485 510 BANYAN WAY - Unlicensed short term rental property, advertising and renting. Property passed a Life Safety Inspection, issued certificate. Property in compliance.

ECE26-0488 1105 PINE ST – Tree was believed to be to low over the roadway. Inspection of the tree proved it met code; 14” Feet over the roadway.

CASES OPENED LAST MONTH FOR TOWN OF MELBOURNE BEACH

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0482	1509 PINE ST	Trees and Landscaping	Open - Verbal Warning		09/01/2026	
ECE26-0483	1005 ATLANTIC ST	Multiple Violations	Open - Complaint Received		09/09/2026	
ECE26-0486	512 SUNSET BLVD	Lawns - Overgrowth	Open - Complaint Received		09/23/2026	
ECE26-0487	1301 PINE ST	Trees and Landscaping	Open - Verbal Warning		09/24/2026	
ECE26-0489	1508 PINE ST	Trees and Landscaping	Open - Verbal Warning		09/25/2026	
ECE26-0490	412 FIFTH AVE	Trees and Landscaping	Open - Verbal Warning		09/29/2026	
ECE26-0484	228 SIXTH AVE	Short Term Rental Violations	Closed - Complied		09/14/2026	09/16/2026
ECE26-0485	510 BANYAN WAY	Short Term Rental Violations	Closed - Complied		09/17/2026	09/18/2026
ECE26-0488	1105 PINE ST	Trees and Landscaping	Closed - No Violations Found		09/24/2026	09/30/2026

CASES CLOSED LAST MONTH

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE25-0342	207 FLAMINGO LN	Fences and Walls	Closed - Complied	Public - Walk In	04/17/25	09/01/26
ECE25-0420	420 RIVER VIEW LN	Lawns - Overgrowth	Closed - No Violations Found	Public - Phone	09/15/25	09/04/26
ECE25-0424	420 RIVER VIEW LN	Lawns - Overgrowth	Closed - No Violations Found	Public - Phone	10/22/25	09/04/26
ECE26-0470	603 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied		08/04/26	09/04/26
ECE26-0478	1201 ATLANTIC ST C	Lighting Violations	Closed - Complied		08/26/26	09/04/26
ECE26-0479	1103 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied		08/26/26	09/04/26
ECE26-0480	1203 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied		08/27/26	09/04/26
ECE26-0481	1101 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied		08/27/26	09/04/26
ECE26-0455	507 MAGNOLIA AVE	Multiple Violations	Closed - Abated		06/04/26	09/08/26
ECE26-0474	605 RIVERSIDE DR	Lawns - Overgrowth	Closed - Complied		08/10/26	09/08/26
ECE26-0484	228 SIXTH AVE	Short Term Rental Violations	Closed - Complied		09/14/26	09/16/26
ECE26-0485	510 BANYAN WAY	Short Term Rental Violations	Closed - Complied		09/17/26	09/18/26
ECE26-0488	1105 PINE ST	Trees and Landscaping	Closed - No Violations Found		09/24/26	09/30/26

Total # of Enforcements: 13

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	PENDING - Monitoring Property	Staff	07/31/23	
ECE23-0201	302 ORANGE ST	Building Permit Violation	OPEN - Magistrate ruled - fines accruing	Staff	11/14/23	
ECE25-0269	409 THIRD AVE	Attractive Nuisance	Open - Court Magistrate	Public - Phone	01/16/25	
ECE25-0404	408 AVENUE A	Multiple Violations	Open - Notice of Violation Sent	Public - Phone	07/29/25	
ECE25-0418	206 CHERRY DR	Multiple Violations	Open - Complaint Received	Public - Phone	09/04/25	
ECE25-0419	401 ATLANTIC ST	Lighting Violations	Open - Notice of Violation Sent	Staff	09/04/25	
ECE25-0422	311 OCEAN AVE	STR - Violation of Zoning	Open - Complaint Received	Public - Web	10/21/25	
ECE26-0429	317 FIRST AVE	Short Term Rental Violations	PENDING - Inspection Scheduled		03/31/26	
ECE26-0434	414 POINSETTIA RD	Short Term Rental Violations	PENDING - Inspection Scheduled		04/24/26	
ECE26-0438	1103 ATLANTIC ST	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/26	
ECE26-0453	514 POINSETTIA RD	Trailers, Boats, and Recreational Vehicles	PENDING - Monitoring Property		05/27/26	
ECE26-0464	420 SECOND AVE	Trees and Landscaping	PENDING - Monitoring Property		07/27/26	
ECE26-0475	1005 ATLANTIC ST	Turtle Lighting Violations	Open - Court Magistrate		08/21/26	
ECE26-0476	319 THIRD AVE	Lighting Violations	Open - Verbal Warning		08/24/26	
ECE26-0477	309 FIRST AVE	Multiple Violations	PENDING - Monitoring Property		08/25/26	
ECE26-0482	1509 PINE ST	Trees and Landscaping	Open - Verbal Warning		09/01/26	
ECE26-0483	1005 ATLANTIC ST	Multiple Violations	Open - Complaint Received		09/09/26	
ECE26-0486	512 SUNSET BLVD	Lawns - Overgrowth	Open - Complaint Received		09/23/26	
ECE26-0487	1301 PINE ST	Trees and Landscaping	Open - Verbal Warning		09/24/26	

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0489	1508 PINE ST	Trees and Landscaping	Open - Verbal Warning		09/25/26	
ECE26-0490	412 FIFTH AVE	Trees and Landscaping	Open - Verbal Warning		09/29/26	

Total # of Enforcements: 21

CERTIFICATES ISSUED

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR26-0021	212 SURF RD	Vacation Rental	ADKINSON-COWLES, KIMBERLY LYNN	Issued	09/14/2026	08/20/2027	$0.00
CVR26-0013	311 AVENUE A	Vacation Rental	K5 INVESTMENT GROUP LLC	Issued	09/21/2026	05/26/2027	$0.00
CVR26-0012	510 BANYAN WAY	Vacation Rental	MCGRATH, JEFFREY	Issued	09/15/2026	12/01/2026	$0.00

Total # of Certificates: 3

Total Amount Due: $0.00

CERTIFICATES ON HOLD

Certificate #	Property Address	Certificate Type	Holder	Status	Amount Due
CVR26-0017	208 CHERRY DR	Vacation Rental	EMPIRE REO LLC	Hold	$0.00
CVR26-0019	203 SECOND AVE	Vacation Rental	DAVENPORT FLORIDA IRREVOCABLE TRUST	Hold	$0.00
CVR26-0018	414 POINSETTIA RD	Vacation Rental	KATHRYN MAULER DAN MAULER	Hold	$0.00
CVR25-0038	304 OAK ST	Vacation Rental	DAILEY, CHRISTOPHER	Hold	$0.00
CVR25-0036	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Hold	$0.00
CVR25-0030	218 FIFTH AVE	Vacation Rental	CHAMBLIN, DAVID AND SCHERRIE	Hold	$0.00
CVR25-0021	415 HIBISCUS TRL	Vacation Rental	GOSSELIN, KAYLEE	Hold	$0.00
CVR24-0035	302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAZ JOHANSSON	Hold	$0.00
CVR25-0014	387 RIVER VIEW LN	Vacation Rental	JOLOWSKI, ROBERT J.	Hold	$0.00
CVR25-0019	400 AVENUE B	Vacation Rental	KERR, JOHN	Hold	$0.00
CVR25-0029	302 FIFTH AVE	Vacation Rental	ARANA, PHILIP	Hold	$0.00
CVR26-0022	300 OAK ST	Vacation Rental	TAYLOR CAVANAUGH	Hold	$0.00

Total # of Certificates: 12

Total Amount Due: $0.00

Town of Melbourne Beach

Fire Department

MONTHLY REPORT – October 2026

Incident Response

From September 1st through September 30th, the Melbourne Beach Volunteer Fire Department responded to 10 calls for service.

Notable Incidents

- 9/21/2026 – MBVFD D-58, E-258, & MB-Fire1 responded, along with automatic aid from BCFR, to Gemini Elementary School in Melbourne Beach for reports of a high-hazard gas leak. Contractor broke gas line to school while doing demolition / excavation. Gas was secured and area verified to be safe with gas detector. No injuries.
- 9/27/2026 – MBVFD responded mutual aid to BCFR/BCSO for reports of missing swimmer/possible drowning at Ponce De Leon Landing Park in South Melbourne Beach. MB-Fire1, D-58, ATV-58, & Ski-58 responded to assist with search for missing swimmer.

Aid Given or Received

- Incident # 104 – Automatic Aid received by BCFR for MVC
- Incident # 110 – Automatic Aid received by BCFR for Gas Leak
- Incident # 111 – Mutual Aid given to BCFR/BCSO for Water Rescue

Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department continues to actively recruit local men and women who have a desire to serve their community. No prior fire service experience is required, and all necessary training is provided by the Department.

Recruitment efforts this period included participation in the national “Make Me A Firefighter” campaign, participation in the International Association of Fire Chiefs’ new “A Hustle Worth Having” campaign, and continued local outreach efforts within the Melbourne Beach community. These campaigns help raise awareness about the need for volunteer firefighters and encourage residents to consider serving in a meaningful and hands-on public safety role.

Residents interested in learning more about becoming a volunteer firefighter are encouraged to visit MakeMeAFirefighter.org or stop by the Melbourne Beach Fire Station, located at 507 Ocean Avenue.

Department Membership

- Paid Staff (5):
  - 1 Fire Chief *(Full-Time)*
  - 3 Fire Captain *(Full-Time)* +2
  - 1 Per-Diem *(Contractor)* Maintenance Technicians -1
- Volunteer Staff (40):
  - Operations Division:
    - 17 Certified Volunteer Firefighters
      - 5 Officers
      - 3 Driver/Engineers
      - 9 Volunteer Firefighters
    - 6 Support Services Volunteers
    - 11 Probationary Volunteer Member +10
  - Administrative Division:
    - 1 Safety Officer/Fire Marshal
    - 2 Logistics Staff Members
    - 1 Fire Chaplain
    - 2 Ops Instructors

Notable Events & Updates

Employment of Paid Firefighters (Ongoing Update)

The Fire Department has filled all 3 of its paid Fire Captain positions. 24/7 shift coverage began on September 1st, 2026. Basic Life Support EMS response is scheduled to begin on November 1st, 2026. Now that all 3 Fire Captains have been hired and are on-shift, we are beginning the process of cross-training and phasing out the Maintenance Technician position.

Assistance to Firefighters Grant (Ongoing Update)

- AFG Grant Status: ***AWARDED*** – The Melbourne Beach Volunteer Fire Department was awarded a FEMA Assistance to Firefighters Grant for $70,000 for the purchase of 14 sets of new structural firefighting gear to outfit our new volunteer firefighters & recruits. Huge thanks to our volunteer grant writer (& Fire Marshal) Dave Micka for all of the work he put in to securing this funding for our Town!
- FireHouse Subs Grant Status: Submitted – No Update
- NVFC Extrication Gear Grant Status: Submitted – No Update

Melbourne Beach Volunteer Firefighters Association Haunted House

The Melbourne Beach Volunteer Firefighters Association's is preparing for its annual haunted house event which will be held on October 16th & 17th.

Fire Assessment

The Fire Chief, along with the Town Manager and Finance Manager, participated in a kick-off meeting with the contractor the Town Commission selected to prepare the Fire Assessment for the Town. The Town Manager is overseeing this project and will be brining updates to the Commission as they become available.

JLAC Audit (Ongoing Update)

The Fire Department continued to work with the Florida JLAC Auditors to provide information and documentation pertaining to the Town's Audit.

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Incident List by Address and Unit with Response times (5971)

Start Date: **9/1/2026 0:00:00** | End Date: **9/30/2026 23:59:59**

Count

10

Incident Number	Dispatch Time	Location	Primary Incident Type	Unit Enroute	Unit on Scene
26-103					
Engine 58	09/01/2026 18:30:51	1808 PINE ST Melbourne Beach Florida 32951	Lift Assist	09/01/2026 18:32:25	09/01/2026 18:37:09
26-104					
Engine 58	09/04/2026 12:50:24	OCEAN AV @ ATLANTIC ST Melbourne Beach Florida 32951	Motor Vehicle Collision	09/04/2026 12:52:25	09/04/2026 12:53:49
Melbourne Beach Fire 1	09/04/2026 12:50:24	OCEAN AV @ ATLANTIC ST Melbourne Beach Florida 32951	Motor Vehicle Collision	09/04/2026 12:53:24	09/04/2026 12:59:15
26-105					
Engine 58	09/09/2026 15:40:29	OCEAN AV @ ATLANTIC ST Melbourne Beach Florida 32951	No Incident Found Upon Arrival / Location Error	09/09/2026 15:42:30	09/09/2026 15:45:54
26-106					
District 58	09/10/2026 8:32:40	MAGNOLIA AV @ HIBISCUS TR Melbourne Beach Florida 32951	Motor Vehicle Collision	09/10/2026 8:35:40	09/10/2026 8:37:40
Engine 58	09/10/2026 8:32:40	MAGNOLIA AV @ HIBISCUS TR Melbourne Beach Florida 32951	Motor Vehicle Collision	09/10/2026 8:42:36	09/10/2026 8:49:21
26-107					
Engine 58	09/16/2026 19:33:26	707 ATLANTIC ST Melbourne Beach Florida 32951	Odor	09/16/2026 19:33:26	09/16/2026 19:33:26
26-108					
Engine 58	09/19/2026 21:33:31	505 OCEAN AV Melbourne Beach Florida 32951	Fall	09/19/2026 21:33:31	09/19/2026 21:33:31
26-109					
Engine 58	09/22/2026 8:55:35	1808 PINE ST Melbourne Beach Florida 32951	Lift Assist	09/22/2026 8:56:58	09/22/2026 9:00:02
26-110					

District 58	09/24/2026 11:34:31	2100 OAK ST Melbourne Beach Florida 32951	Gas Leak / Gas Odor	09/24/2026 11:35:19	09/24/2026 11:38:24
Engine 258	09/24/2026 11:34:31	2100 OAK ST Melbourne Beach Florida 32951	Gas Leak / Gas Odor	09/24/2026 11:36:21	09/24/2026 11:39:57
Melbourne Beach Fire 1	09/24/2026 11:34:31	2100 OAK ST Melbourne Beach Florida 32951	Gas Leak / Gas Odor	09/24/2026 11:38:06	09/24/2026 11:43:37
⌄ 26-111					
ATV 58	09/27/2026 9:40:44	4005 HIGHWAY A1A Melbourne Beach Florida 32951	Drowning / Diving / SCUBA Accident	09/27/2026 9:43:35	09/27/2026 10:22:27
District 58	09/27/2026 9:40:44	4005 HIGHWAY A1A Melbourne Beach Florida 32951	Drowning / Diving / SCUBA Accident	09/27/2026 9:43:35	09/27/2026 10:22:27
Jet Ski 58	09/27/2026 9:40:44	4005 HIGHWAY A1A Melbourne Beach Florida 32951	Drowning / Diving / SCUBA Accident	09/27/2026 9:43:35	09/27/2026 10:22:27
Melbourne Beach Fire 1	09/27/2026 9:40:44	4005 HIGHWAY A1A Melbourne Beach Florida 32951	Drowning / Diving / SCUBA Accident	09/27/2026 9:43:35	09/27/2026 10:22:27
⌄ 26-112					
Engine 58	09/30/2026 8:46:41	1611 ATLANTIC ST Melbourne Beach Florida 32951	CO Alarm	09/30/2026 8:47:43	09/30/2026 8:53:06
Grand Total					

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Personnel Count per Incident Number (5015)

Start Date: **9/1/2026 0:00:00** | End Date: **9/30/2026 23:59:59**

Incident Number	Dispatch Time	Number of Personnel	Location	Primary Incident Type	District	Station
26-103	09/01/2026 18:30:51	8	1808 PINE ST Melbourne Beach Florida 32951	Lift Assist	Town of Melbourne Beach	Fire Station # 58
26-104	09/04/2026 12:50:24	7	OCEAN AV @ ATLANTIC ST Melbourne Beach Florida 32951	Motor Vehicle Collision	Town of Melbourne Beach	Fire Station # 58
26-105	09/09/2026 15:40:29	10	OCEAN AV @ ATLANTIC ST Melbourne Beach Florida 32951	No Incident Found Upon Arrival / Location Error	Town of Melbourne Beach	Fire Station # 58
26-106	09/10/2026 8:32:40	3	MAGNOLIA AV @ HIBISCUS TR Melbourne Beach Florida 32951	Motor Vehicle Collision	Town of Melbourne Beach	Fire Station # 58
26-107	09/16/2026 19:33:26	8	707 ATLANTIC ST Melbourne Beach Florida 32951	Odor	Town of Melbourne Beach	Fire Station # 58
26-108	09/19/2026 21:33:31	4	505 OCEAN AV Melbourne Beach Florida 32951	Fall	Town of Melbourne Beach	Fire Station # 58
26-109	09/22/2026 8:55:35	4	1808 PINE ST Melbourne Beach Florida 32951	Lift Assist	Town of Melbourne Beach	Fire Station # 58
26-110	09/24/2026 11:34:31	6	2100 OAK ST Melbourne Beach Florida 32951	Gas Leak / Gas Odor	Town of Melbourne Beach	Fire Station # 58
26-111	09/27/2026 9:40:44	11	4005 HIGHWAY A1A Melbourne Beach Florida 32951	Drowning / Diving / SCUBA Accident	Town of Melbourne Beach	Fire Station # 58
26-112	09/30/2026 8:46:41	5	1611 ATLANTIC ST Melbourne Beach Florida 32951	CO Alarm	Town of Melbourne Beach	Fire Station # 58

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Response Times (5710)

Start Date: **9/1/2026 0:00:00** | End Date: **9/30/2026 23:59:59**

Record Status

- 2nd Review
- Archive
- Draft
- Export
- Export Error
- In Review
- Needs Attention

Mutual Aid Given or Received

Yes - Given

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

1

Percent of Runs meeting Turnout Goal

0.00%

Percent of Runs Meeting Travel Time Goal

0.00%

Percent of Runs Meeting Response Time Goal

0.00%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
26-111									
ATV 58	09/27/2026 9:40:44	09/27/2026 9:43:35	09/27/2026 10:22:27	02:51	38:52	41:43			
District 58	09/27/2026 9:40:44	09/27/2026 9:43:35	09/27/2026 10:22:27	02:51	38:52	41:43			
Jet Ski 58	09/27/2026 9:40:44	09/27/2026 9:43:35	09/27/2026 10:22:27	02:51	38:52	41:43			

Melbourne Beach Fire 1	09/27/2026 9:40:44	09/27/2026 9:43:35	09/27/2026 10:22:27	02:51	38:52	41:43			

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Response Times (5710)

Start Date: **9/1/2026 0:00:00** | End Date: **9/30/2026 23:59:59**

Record Status

- 2nd Review
- Archive
- Draft
- Export
- Export Error
- In Review
- Needs Attention

Mutual Aid Given or Received

Yes - Received

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

3

Percent of Runs meeting Turnout Goal

66.67%

Percent of Runs Meeting Travel Time Goal

33.33%

Percent of Runs Meeting Response Time Goal

33.33%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
⌄ 26-104									
Engine 58	09/04/2026 12:50:24	09/04/2026 12:52:25	09/04/2026 12:53:49	02:01	01:24	03:25		✓	✓
Melbourne Beach Fire 1	09/04/2026 12:53:24	09/04/2026 12:53:24	09/04/2026 12:59:15	00:00	05:51	05:51	✓		
⌄ 26-106									

District 58	09/10/2026 8:32:40	09/10/2026 8:35:40	09/10/2026 8:37:40	03:00	02:00	05:00		✓	
Engine 58	09/10/2026 8:32:40	09/10/2026 8:42:36	09/10/2026 8:49:21	09:56	06:45	16:41			
⌄ 26-110									
District 58	09/24/2026 11:35:19	09/24/2026 11:35:19	09/24/2026 11:38:24	00:00	03:05	03:05	✓		✓
Engine 258	09/24/2026 11:34:31	09/24/2026 11:36:21	09/24/2026 11:39:57	01:50	03:36	05:26			
Melbourne Beach Fire 1	09/24/2026 11:38:06	09/24/2026 11:38:06	09/24/2026 11:43:37	00:00	05:31	05:31	✓		

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Response Times (5710)

Start Date: **9/1/2026 0:00:00** | End Date: **9/30/2026 23:59:59**

Record Status

- 2nd Review
- Archive
- Draft
- Export
- Export Error
- In Review
- Needs Attention

Mutual Aid Given or Received

No

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

6

Percent of Runs meeting Turnout Goal

33.33%

Percent of Runs Meeting Travel Time Goal

33.33%

Percent of Runs Meeting Response Time Goal

33.33%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
26-103									
Engine 58	09/01/2026 18:30:51	09/01/2026 18:32:25	09/01/2026 18:37:09	01:34	04:44	06:18			
26-105									
Engine 58	09/09/2026 15:40:29	09/09/2026 15:42:30	09/09/2026 15:45:54	02:01	03:24	05:25			
26-107									

Engine 58	09/16/2026 19:33:26	09/16/2026 19:33:26	09/16/2026 19:33:26	00:00	00:00	00:00	✓	✓	✓
26-108									
Engine 58	09/19/2026 21:33:31	09/19/2026 21:33:31	09/19/2026 21:33:31	00:00	00:00	00:00	✓	✓	✓
26-109									
Engine 58	09/22/2026 8:55:35	09/22/2026 8:56:58	09/22/2026 9:00:02	01:23	03:04	04:27			
26-112									
Engine 58	09/30/2026 8:46:41	09/30/2026 8:47:43	09/30/2026 8:53:06	01:02	05:23	06:25			

Melbourne Beach Police Department
Chief Zander's Monthly Report
Commission Meeting October 14, 2026

This report covers the month of September 2026.

Operations:

Over the past month, the department handled 1,420 calls for service.

Activity:

- 52 Citations/ 174 Written Warnings
- 283 Traffic Stops
- 121 Traffic Enforcement Details
- 2 Traffic Complaint
- 13 Parking Citations
- Speed Compliance percentages over the past month:
    - Atlantic Ave. 84% with 68,436 vehicles recorded
    - Oak St. 95% with 73,309 vehicles recorded
    - Riverside Dr. 91% with 81,838 vehicles recorded

PD News

- Department training: High Risk Situations
- Received an additional $120,000 in ICE monies
- Celebrated Deputy Chief Smith's 25 year anniversary with the Department
- Attended Daughters of American Revolution Certificate Presentation
- Attended FPCA District Board Meeting
- Attended BCCOP Luncheon
- Provided Security at 2 Commission Meetings/WorkShops
- Participated in the International Costal Clean-up 2026
- Held quarterly leadership meeting with Sergeants
- Volunteers continued Scanning Personnel Files Project
- The Police Department Volunteers completed:

  45 total hours of volunteer service for the month and 570.5 total hours for the year.
    - Helping out with Front Desk Coverage/Admin and helping with special events, assisted

department training, ATV/beach patrol, house checks, mental wellness checks and business engagement and scanning project.

- Have zero vacancies.

CRIME Update:

- 231 House Checks
- 17 Suspicious incident/Person/vehicles reports investigated
- 7 Disturbances Investigated
- 3 Batteries
- 6 arrests- Traffic Offenses, Domestic Violence, DUI
- 3 STR complaints for the month.
    - 09/12/2026-2201 Redwood Ave.- Complaint of a noise complaint at the STR. Officer spoke to the renters about the noise and they turned it down without any issues.
    - 09/13/2026- 2105 Redwood Ave.-Complaint of a parking issue at STR. Officer spoke to the renter about the parking and noise ordinances in our town and they moved the car with out any issues.
    - 09/24/2026- 510 Banyan Way- Complaint of trespassing. Officer arrived and found that a disturbance had occurred between the cleaning people at the STR and the resident across the street. It is alleged that the resident flipped off the person unprovoked at the STR. The person at the STR went to the residence to ask what the issue was and a disturbance ensued. Ultimately the resident wanted the people at the STR issued a trespass warning so they could not return to the resident's yard.
- All Calls for STR's are reported to Code Enforcement for further follow-up.
- 8 Assist other Law enforcement agencies.

Looking Forward:

- Department Training- Firearms Qualification and Training
- Movie in the Park/Fall Fest/FD Haunted House

Town of Melbourne Beach

Town Clerk's Department Monthly Report
October 2026

Public Records Requests – Attached are reports of completed requests in the month of September and open requests at the end of September.

- Received in September – 29
- Received in 2026 – 173
- Completed in September – 23
- Completed in 2026 – 168
- Open/Pending – 24 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

*Records requests from Commissioners are not always included in the Public Records Request data.

Meeting Minutes – Since July, the contracted transcriptionist has worked on the backlog of minutes for Commission meetings. Although progress has been made, the Clerk's Office is still about five months behind. At the start of FY27, a contract was signed with Govably for AI-assisted minutes software. While it will require human review and edits, we anticipate based on demos that this software will significantly reduce the time it takes to create minutes in-house. The software should be fully operational for us by November. The goal is to have the Clerk and Deputy Clerk tackle the backlog concurrently, with the Deputy Clerk handling P&Z and the Clerk handling the Commission. A goal has been set to have all minutes caught up by the end of the calendar year.

Records Management Project/Scanning Project – MCCi has redone the scans, and they are now pending review by the Clerk's Office for accuracy. I am working with our customer service representative for assistance with accessing the files in Laserfiche since I have not done so in over a year.

Town Meetings –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 2 Town Commission meetings
- 1 Planning and Zoning meeting
- 2 Code Enforcement Magistrate Hearings

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 Historical Preservation & Awareness Board meeting
- 1 History Center Board meeting
- 1 Parks Board meeting

Status of 2026 Commission Minutes

Date	Type of Meeting	Who	Sent to Rachel	Minutes Created	Minutes Sent Out	1st Agenda	2nd Agenda	3rd Agenda	Commission Approved	Send E-Sign Request	Minutes Attested	Minutes Signed	Cost	Paid	Scanned & Filed	Added to Website
1/7/2026	Special	Amber	-	X	2/11/2026	2/18/2026	-	-	2/18/2026	-	X	X	-	-	X	X
1/7/2026	Workshop	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
1/9/2026	Special	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
1/21/2026	Regular	Rachel	7/1/2026	X	7/23/2026	8/19/2026	-	-	8/19/2026	X	X	X	$ 220.00	X	X	X
1/23/2026	Special	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
2/9/2026	Special	Amber	7/10/2026	X	7/23/2026	8/19/2026	-	-	8/19/2026	X	X	X	$ 20.00	X	X	X
2/18/2026	Regular	Amber	7/10/2026	X	7/23/2026	8/19/2026	-	-	8/19/2026	X	X	X	$ 170.00	X	X	X
2/26/2026	Special	Amber	7/10/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X		$ 30.00	X		
2/27/2026	Special	Cyd	7/21/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X		$ 35.00	X		
3/4/2026	Special	Amber	7/10/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X		$ 50.00	X		
3/4/2026	Workshop	Amber	7/10/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X		$ 90.00	X		
3/18/2026	Regular	Amber	7/10/2026	X	9/4/2026	9/16/2026	-	-	9/16/2026	X	X		$ 175.00	X		
4/2/2026	Special	Amber	9/15/2026	X	10/14/2026	10/21/2026							$ 25.00			
4/15/2026	Regular	Amber	9/15/2026	X	10/14/2026	10/21/2026							$ 170.00			
5/6/2026	Special - 1st	Amber	9/16/2026	X	10/14/2026	10/21/2026							$ 10.00			
5/6/2026	Special - 2nd	Amber	9/16/2026	X	10/14/2026	10/21/2026							$ 10.00			
5/6/2026	Workshop	Amber	9/16/2026	X	10/14/2026	10/21/2026							$ 115.00			
5/12/2026	Workshop	Cyd	9/16/2026		10/14/2026	10/21/2026										
5/21/2026	Regular	Cyd														
6/10/2026	Workshop	Cyd														
6/17/2026	Regular	Cyd														
6/24/2026	Special - 1st	Cyd														
6/24/2026	Special - 2nd	Cyd														
7/15/2026	Regular	Cyd														
7/20/2026	Special	Cyd														
8/5/2026	Special - 1st	Cyd														
8/5/2026	Special - 2nd	Cyd														
8/5/2026	Workshop - Budget	Cyd														
8/12/2026	Special	Cyd														
8/12/2026	Workshop - Budget	Cyd														
8/14/2026	Special	Cyd														
8/19/2026	Regular	Cyd														
8/26/2026	Special	Cyd														
8/26/2026	Workshop - Budget	Cyd														
9/3/2026	Tentative Budget Hearing	Cyd														
9/3/2026	Special	Cyd														
9/9/2026	Workshop - Budget	Cyd														
9/16/2026	Final Budget Hearing	Cyd														

9/16/2026	Regular	Cyd														
10/14/2026	Workshop	Cyd														

Open Requests as of 10/1/2026					
Request #	**Name**	**Description**	**Status**	**Date of Request**	**Paid**
PRR-2025-79	Kari Ross	Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her “private” Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Department Response	6/6/2025	0
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/2025	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/2025	0
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current.Thank you.	Pending Response From A Commissioner	8/20/2025	0
PRR-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged “risk analysis” or “risk assessments” or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the “risk analysis” and/or “risk assessment/s” referred to in the SAFER grant application.	Time and Materials Estimation	9/5/2025	0

Report created 2026-10-15 04:22:08 PM (EDT)

PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Department Response	9/10/2025	140 0
PRR-2025-171	Frank Patterson	I am contacting you in regard to a public records/information request.I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.comI am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law.I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.	Pending Payment	10/5/2025	0
PRR-2026-27	Alison Dennington	All emails to finance, finance clerk, and office email addresses that mention an invoice, invoicing, bill, bills, payment, payment due, account, accounting, or any similar words I don’t know the originating email though it would be FLC or FLM or a different name and all invoices ever paid to FLC FLM and date and evidence showing transaction and payment to FLC and separately to FLM since 2010 there will be on each year for FLC but for FLM looks like should be one in 2010, 2012, and 2013-2020 not every year it was spotty – but then in 2020 each year from 2020 to date. Emails back and forth between myself and finance and manage in 2024 after the first late notice and finance saying she wasn’t late and that were already about to pay the bill.	Pending Payment	2/25/2026	0

PRR-2026-76	Nathan Meloon	(a)Any and all texts regarding town business on any phone, whether personal or town paid, in March 2025. (c)Any and all data from the Town's iPhone 16 currently used by the manager, no matter who the user was. [Since July 1, 2024]Please do not hesitate to reach out with any clarifying questions.	Pending Payment	6/1/2026	141 0
PRR-2026-89	Michael Fogarty	I am trying to obtain any construction permit drawings for the property that have been filed with the City. Ideally the original drawings and any subsequent renovations. This is my property that I recently purchased.	Pending Department Response	7/7/2026	0
PRR-2026-99	Jeanne Bartczak	Need all building/construction related plans for the Beach Chateau Condominium- 1700 Atlantic Street. I believe it was built in 1963.	Pending Department Response	7/20/2026	0

PRR-2026-105	Bruce Larson	Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I respectfully request copies of all public records relating to the creation, legal authority, administration, management, modification, transfer, and closure of all restricted-use funds, Special Revenue Funds, Enterprise Funds, Capital Project Funds, Debt Service Funds, Trust Funds, and any other separately accounted funds containing legally restricted, committed, or otherwise limited-use revenues. For each fund that is currently active, please provide all records relating to its original creation and legal authority, regardless of the date the records were created. For all funds that are currently active or have been active at any time during the past five (5) fiscal years, please provide the following records: 1. Creation and Legal Authority * Ordinances, resolutions, charter provisions, adopted budgets, grant agreements, bond covenants, referenda, interlocal agreements, state or federal statutory authority, or any other records establishing the fund or restricting its revenues. * If no ordinance or resolution exists, please provide the records identifying the authority relied upon to establish the fund, including Commission meeting minutes, agenda packets, staff reports, memoranda, or other supporting records. 2. Purpose and Restrictions * Records describing the purpose of the fund, the source of its restricted revenues, and the authorized and prohibited uses of both fund revenues and accumulated fund balances. 3. Governance * Policies, procedures, accounting guidance, legal opinions, auditor guidance, or other records governing administration of the fund, including records identifying who has authority to approve expenditures	Pending Requestor Response	7/25/2026	0
PRR-2026-132	Colin Newton	Are you able to assist with permit records for 407 Banyan Way (Parcel #28 3806-75-9-3). We are under contract to purchase this home and are currently in the inspection period. There is an addition on this home that I believe was done around the early 90s. I only see permits going back to 2018 on the property. I am not exactly sure on when the addition was done as it is all hear say at this point. Are you able to help us find if there were any permits for the addition on the home as back as far as needed? Our inspection period ends Tuesday 9/8.	Pending Department Response	9/1/2026	0

PRR-2026-133	April C. Stoncius	Pursuant to Chapter 119 of the Florida Statutes (Florida Public Records Law), I hereby request a copy of the following public records regarding former Town Manager Robert "Bob" J. Daniels (employment time frame approximately December 2017 through March 2019): 1. The complete, unredacted personnel file for Robert J. Daniels, including but not limited to his original employment application, background checks, executive contract agreements, salary/benefit adjustment adjustments, and separation/termination records. 2. All written performance evaluations, annual reviews, and narrative commission comments regarding Robert J. Daniels' job performance. 3. All formal disciplinary actions, reprimands, written warnings, or notices of non-compliance issued to or concerning Robert J. Daniels by the Town Commission or individual commissioners. 4. Official minutes, audio transcripts, or audio recording files of the Special Town Commission Meeting held on March 13, 2019, wherein the Commission voted 4-1 to terminate his employment contract. Please notify me via email (aprilstoncius@gmail.com) of any standard duplication or administrative fees associated with this request.	Pending Department Response	9/2/2026	0
PRR-2026-136	James Segarra	Can you check the property file and Board of Adjustment records for 438 Sandy Key, Parcel 28-38-07-JV-*-83, and tell me whether any variance, special exception, zoning approval, or other deviation was ever granted relating to the dock, covered boat lift, dock setbacks, width, length, or projection into the canal?	Pending Department Response	9/3/2026	0

PRR-2026-140	Alison Dennington	IMPORTANT NOTICE: Please see the detailed definitions and instructions at the bottom of this request. FEMA Grants Portal: everything submitted, received, or exchanged All electronic records of any kind, from September 4, 2017 through the date of production, constituting, contained in, uploaded to, downloaded from, generated by, or exchanged through the FEMA Grants Portal (or any predecessor/successor FEMA system, including EMMIE) for the Town as applicant 009-44000-00 on DR-4337, regardless of whether the record uses the Irma identifiers, including but not limited to and without limitation the following: Every submission and upload by or for the Town, including but limited to: applications, Damage Description & Dimensions, scopes, estimates, invoices, proofs of payment, Insurance policies and claim documents, procurement records, force-account labor and equipment records, timesheets, photographs), and every version of every project worksheet; And including but limited to: Every portal message, comment, task, notification, deadline, review, determination, Determination Memorandum, request for information, and response, to or from FEMA or FDEM personnel (including but not limited to Patrick Mahoney, Kenneth Cole, Patrick J. Kenney Jr., Kevan Parker, Chris Baker) And including but not limited to: All records concerning the PW 587 / Project 14620 closeout: Such as, and including but not limited to: --the closeout package(s) the Town submitted, --the return of the closeout to the applicant (before May 2020) and	Pending Department Response	9/8/2026	0

					145
PRR-2026-141	Alison Dennington	NOTICE: THESE "DEFINITIONS AND INSTRUCTIONS" APPLY IN FULL TO THIS REQUEST AND ARE INCORPORATED HEREIN AS A PART THEREOF. State of Florida / FDEM systems: everything submitted, received, or exchanged All electronic records of any kind, from September 4, 2017 through the date of production, submitted to, received from, or exchanged with the Florida Division of Emergency Management or its contractors through any State system (FloridaPA.org, DEMES, grants management or payment portals) or by email, for DR-4337, including without limitation: Every subgrant application, agreement, amendment, RFR, payment request, drawdown, remittance advice, and every record of the twelve payments approved October 23, 2018 through March 19, 2020 (federal $216,132.86; state $9,597.76), including the 75%/12.5% to 90%/5% cost-share adjustments of October–November 2019 and March 2020; All communications with FDEM Bureau of Recovery personnel and contractors, including erassist.com addresses (Susan Hartman; spc@erassist.com), fdempagrants@em.myflorida.com, FDEM-PA-CustomerService, Jennifer Stallings, Melissa Shirah, and Patricia Murray; All records of the small-project completion certification (P.4) for PWs 607, 670, 535, 144, 7137 and 884, and all correspondence concerning the PW 587 closeout, its return to the applicant, and any appeal rights or deadlines under 44 CFR 206.206; The Town's quarterly reports to FDEM on open projects, and any FDEM monitoring, site-visit, or audit records provided to the Town. NOTICE: EACH PERSON RESPONDING MUST REVIEW THEM BEFORE SEARCHING TO ENSURE THE SCOPE IS UNDERSTOOD. IF THERE IS ANY QUESTION OR AMBIGUITY ABOUT SCOPE — WHETHER TO LIMIT IT OR TO EXPAND IT — PLEASE RESPOND PROMPTLY IN	Pending Department Response	9/8/2026	0
PRR-2026-150	Brandon Wunder	Pursuant to Florida public records law, I request copies of code enforcement and building code violation records for the Town of Melbourne Beach, including open and closed cases, violations, notices, citations, liens, and related correspondence, from January 1, 2021 to present. Please provide responsive records electronically.	Pending Requestor Response	9/13/2026	0

PRR-2026-151	Joyce D Barton	Please provide: 1. A copy of the official unedited audio and/or video recording of the September 9, 2026 Town Commission Workshop meeting; 2. The official transcript of the same meeting, particularly from roughly minute 59:10 through 1:03:05, if available; 3. The Town's Rules of Procedure governing Town Commission meetings; 4. All policies, ordinances, resolutions, administrative rules or written guidelines concerning public comment, decorum, civility, personal attacks, removal of speakers, and/or removal of members of the public; 5. Any written policy governing the Mayor's authority to recognize, interrupt, silence, or remove a speaker; 6. Any policy governing when a law-enforcement officer may remove a member of the public from a Commission meeting. Thank you.	Pending Department Response	9/14/2026	0
PRR-2026-154	Eric M. Wicks	Good morning, This shall serve as a public records request for the employment file of Pavlos Pavlakos. Specicfically, I would request: 1. Employment application 2. IA reports 3. Citizen complaints '4. All documentation (emails, texts, instant messaging, memorandums...etc) pertaining to the cessation of Mr. Pavlakos' employment with the Melbourne Beach Police Department.	Pending Department Response	9/17/2026	0

		Dear Public Records Custodian, Pursuant to Chapter 119 of the Florida Statutes (Florida's Sunshine Law), I am submitting a formal request for copies of public records regarding roofing permits. Specifically, I request a complete export of data for all roofing permits (both residential and commercial) filed between January 1, 2000, and September 29, 2026. To ensure a complete dataset, please include permits across all statuses, including but not limited to: applied, pending, issued, approved, completed, expired, revoked, or canceled. Where available, please include the following data fields for each permit record: • Permit Number • Application / Filing Date • Issue Date, Completion Date, and Expiration Date • Current Permit Status • Property Address and Parcel Identification Number (PIN) • Contractor / Applicant Name and License Number • Work Description / Job Subtype (e.g., shingle, metal, tile, re-roof, repair) • Valuation / Estimated Job Cost Preferred Delivery Format: Please provide these records electronically in a spreadsheet-compatible format, such as .CSV or .XLSX (Excel). If this request incurs reproduction or search fees, please notify me of the estimated cost prior to processing if it exceeds $25.00. If any portion of this request is denied or redacted, please cite the specific statutory exemption that applies.			147
PRR-2026-161	Christopher Malcolm		Pending Department Response	10/1/2026	0

Processed Requests Report 2026-09-01 to 2026-10-01				
Request #	**Name**	**Description**	**Date Of Request**	**Date Complete**
PRR-2026-131	Douglas Mustapick	To Whom It May Concern, Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, please provide an electronic copy (CSV or Excel) of building permits applied for or issued from January 1, 2026 through the date of production for: 1. New residential swimming pool / spa construction 2. New single-family home construction 3. Residential renovations, remodels, and alterations Please include permit number, application and issue dates, status, work type, job address and parcel, valuation, contractor name, license number, qualifier, phone, and email. Deliver to douglas@guardianengr.com. Send a cost estimate first; I authorize up to $100. Redact only what §119.071 exempts.	8/31/2026 3:23 PM	9/1/2026 1:56 PM
PRR-2026-135	Brian Vinci	HI, I'd like to get an export of Issued building permits (commercial and residential) from 2021-present. I am working on a platform build that provides the public for free access to a consolidated view of historic work and current work in all of Brevard. I do not need homeowner names but its public record and their address or data will not be exposed. The current system for searching provides no ability to export this kind of request. Thank you Brian	9/3/2026 10:29 AM	9/8/2026 1:01 PM
PRR-2026-156	Cheryl Madlener	Hi,could I please get an electronic copy (CSV or Excel if possible) of all building permits issued in August 2026? Whatever fields you have are fine — ideally permit number, type, issue date, status, address, parcel ID, work description, valuation, contractor, and owner name. An existing report export works great. Thanks	9/21/2026 11:14 AM	9/29/2026 4:19 PM
PRR-2026-148	Mark Ouelette Contract	I am looking for any permits that were issued for 215 Dogwood Ave. Melbourne Beach. It looks like there was a Remodel in 2001 and a roof and/or plumbing in 2024. So, any permits that were issued after 2001 please. Thank you.	9/8/2026 2:47 PM	9/29/2026 3:57 PM

PRR-2026-96	Bruce Larson	Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I respectfully request copies of the following public records: 1. The Town's adopted annual budget for each of the past ten (10) fiscal years. 2. For each of the past three (3) fiscal years, all electronic source files, working files, and spreadsheets used to develop, prepare, calculate, reconcile, or produce the adopted annual budget. This includes, but is not limited to, Microsoft Excel workbooks or other tabular data files, and financial model spreadsheets. I request that all responsive records be provided in their original native electronic format whenever available (e.g., Excel, CSV, Word, or other native digital formats), rather than as printed documents or scanned PDF files, to preserve the underlying data, formulas, structure, and metadata. If any requested records no longer exist, were not created, or are not maintained in the requested format, please state that in writing and identify which specific records do not exist.	7/20/2026 9:28 AM	9/21/2026 3:55 PM
PRR-2026-157	Leona Griffith	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from TAPCO, Traffic Logix, and Trident Products, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	9/23/2026 7:48 AM	9/24/2026 3:13 PM
PRR-2026-159	Dan Chang	Can you send me Mr Pickett’s write up as a candidate please so I can get to see his qualifications?	9/29/2026 3:27 PM	9/30/2026 10:04 AM
PRR-2026-153	Ted Funkhouser	I am requesting all code enforcement complaints associated with 510 Banyan Way from January 2026 to present.	9/16/2026 11:16 AM	9/16/2026 1:31 PM

PRR-2026-147	Savannah Powell	The Data Branch is submitting a public records request for records pertaining to vendor procurement and purchasing activity. Pursuant to Florida's Public Records Law (Chapter 119 Florida Statutes) Scope of Request: All products from: Centegix, Raptor Technologies, Singlewire, TAPCO, and Traffic Logix We hope to obtain records from 2022 to the present reflecting how these engagements are priced — for example, licensing or subscription structures, per-unit rates, and any associated implementation or setup fees. We are looking for the following types of records, if readily available: • Contracts, service agreements, order forms • Purchase orders relating to the above vendors • RFPs or awarded vendor documents • Task orders issued against cooperative purchasing agreements If a comprehensive PO list or approved vendor list would help narrow or streamline the process, please feel free to provide that instead of conducting a broader search at the outset. We are glad to accept records in whatever format your office finds easiest to produce, including: • Spreadsheet exports (preferred) • PDF or Word documents • Standard ERP or finance system reports • Any summary-level purchasing records already maintained by your office If portions of the responsive records fall under an exemption, please withhold only those portions and produce the rest. For full transparency, this request is for commercial purposes. We will gladly adhere to any policies or procedures Melbourne Beach Police Department has in place for public records requests, and are open to	9/8/2026 1:56 PM	9/29/2026 4:00 PM
PRR-2026-134	Matthew Sobarzo	Hi, under the Florida Public Records Act (Ch. 119, F.S.), could I please get an electronic copy (CSV or Excel if possible) of all building permits issued in August 2026? Whatever fields you have are fine — ideally permit number, type, issue date, status, address, parcel ID, work description, valuation, contractor, and owner name. An existing report export works great. Thanks!	9/2/2026 6:56 AM	9/3/2026 1:22 PM

PRR-2026-129	Korbel	I hope you're well! Thanks so much for all y'all did to get that horrific & terrible toxic dumpster fire under control on the 14th. As all involved are aware, with the South wind that was blowing, we (606 Shannon Ave.) took the brunt of it as the smoke poured in through our soffit vents, filling our attic, garage, and seeping through our South & West facing doors & windows. We're still working through the clean-up & clear out, unfortunately. Please send the fire report and any/all pictures & videos at your earliest availability. I have surveillance from my house & 3 neighbors, but anything the town has is greatly appreciated!	8/26/2026 11:42 AM	9/11/2026 11:54 AM
PRR-2026-138	James Segarra	Hello, I am requesting any available records related to the dock and boat lift at: 438 Sandy Key Melbourne Beach, FL 32951 Please include any permits, site plans, surveys, inspections, variances, zoning approvals, and historical records related to the dock or boat lift. Electronic copies are preferred. Thank you, James Segarra	9/4/2026 11:57 AM	9/8/2026 12:18 PM
PRR-2026-130	Leona Griffith	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Capital StreetScapes, Custom Products Corporation, Hall Signs, and Signature StreetScapes, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	8/31/2026 12:56 PM	9/8/2026 12:19 PM
PRR-2026-142		Can I have the code enforcement cases (Open and closed) for last month? If you have them in Excel Format I will really appreciate it.	9/8/2026 1:02 PM	9/11/2026 10:49 AM
PRR-2026-152	Cameron Rowell	I'm requesting the failed final inspection that occurred on September 14th, 2026 at 1806 Pin St, Melbourne Beach FL	9/15/2026 7:34 AM	9/16/2026 1:25 PM

PRR-2026-93	Tim Reed	For the time frame of Aug 1, 2017 thru Jul 13, 2026, please provide any Town e-mail correspondence (including any attachments), between the Town Staff identified below and any representative at the Federal Emergency Management Agency (FEMA) or at the Florida Division of Emergency Management (FDEM) in regard to Hurricane IRMA. Town Staff: Town Manager, Town Clerk, Finance Manager (as sender, recipient, or on cc:) Please don't hesitate to contact me with any questions or clarifications needed.	7/13/2026 8:33 AM	9/14/2026 2:43 PM
PRR-2026-155	Jonathan Ramos	a copy of electronic records (nothing scanned or printed) containing all residential and commercial building and sub/trade (mechanical, electrical, plumbing, HVAC, fire suppression, etc.) permits applied for in Melbourne Beach, FL from January 1, 2018 to present. An example of the information I am seeking would include, but is not limited to: permit number, issue date, location, permit type, status and a description of the work done as well as contractor details and valuations. Your jurisdiction previously helped to provide my colleague Sam Robinson with a report in .xlsx format containing this permit information. I would appreciate receiving an update in the same format with the same fields of descriptive data, if possible. Please see the attached sample of what was provided previously as a reference. If there are any fees associated with this request for electronic information, please send me a detailed invoice before providing any records. Please let me know if you have any questions, or if there is someone else I can contact for this information. I thank you in advance for your help and look forward to hearing back at your earliest convenience.	9/18/2026 2:04 PM	9/29/2026 3:57 PM

PRR-2026-160	Riley Hall	Pursuant to Chapter 119, Florida Statutes, I request an electronic export (CSV or Excel, as the data already exists in your permitting system) of building permit records for the Town of Melbourne Beach issued or applied for from January 1, 2001 to the present. For each permit, please include, where the fields exist: permit number (including any historical/legacy permit number from prior permitting systems), permit type/subtype and description, application date, issue date, final/completion date, permit status, site address, and parcel identification number. If a full export is too large, please prioritize roofing permits (re-roof, roof replacement, roof repair and new roof). Owner and contractor names are not needed. If the export would incur a special service charge under s. 119.07(4)(d), please send an estimate to this email before processing. Thank you.	9/29/2026 3:42 PM	9/30/2026 10:02 AM
PRR-2026-149	Quality Lien Services, LLC	Please provide me with a lien search on the below referenced property. Please include utility balances, open/expired permits, city liens, open code enforcement citations/violations, and any other moneys due to the city: 3401 W New Haven Avenue Kanes Furniture LLC 2800327	9/8/2026 10:19 PM	9/9/2026 12:41 PM
PRR-2026-49	roger newell	fire and police respond to 502 colony street melbourne beach on april 16th approx7:30 pm what was the nature of the call?	4/17/2026 11:23 AM	9/11/2026 11:46 AM

PRR-2026-146	Nathan Garcia	Pursuant to Chapter 119, Florida Statutes, I am requesting an electronic copy of records maintained by your jurisdiction identifying currently outstanding, unclaimed, or uncashed funds that remain claimable by the original payee or rightful owner. Please provide records for items such as: •Outstanding or uncashed checks •Stale-dated checks that remain claimable •Outstanding warrants •Unclaimed vendor payments •Unclaimed refunds •Unclaimed accounts payable •Unclaimed payroll checks •Other funds currently being held by the jurisdiction for an identifiable individual or business For each record, please provide, if available: •Payee / owner name •Check or warrant number •Issue date •Amount •Last known address •Description or payment type •Department or fund holding the money •Current status Please include only funds that are still currently claimable from your jurisdiction. Please exclude records for funds that have already been: •Paid or redeemed •Reissued •Cancelled with no remaining liability	9/8/2026 1:04 PM	9/17/2026 4:48 PM
PRR-2026-143	Joe Balber	Please see the attached city data request for code violation data. We know that we may have asked for this information recently, and if you provided it, this is a completely new request, spanning a new time frame. Please see attached pdf request.	9/8/2026 1:03 PM	9/14/2026 4:30 PM
PRR-2026-144	Joe Balber	Please see the attached city data request for permit data. We know that we may have asked for this information recently, and if you provided it, this is a completely new request, spanning a new time frame. Please see attached pdf request.	9/8/2026 1:03 PM	9/29/2026 3:50 PM

OCTOBER 2026 ACTION UPDATE LIST

* NOTE: Shaded areas indicate items that are complete. Once the shaded item has been on the list for a month, it will be hidden, but known by its #. Areas in RED are recent updates.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
9	Resident concerned about flooding down her street.	RTCM 3/18/26	ASAP		Kate Wilburn	Marie Smith and Tom Davis	* Smith and Davis to set up meeting with Wilburn on site. * Davis will put up a sign to slow traffic at that turn. * Smith looked for SWM plan (2017) and will need to have it updated to determine best solutions and funding strategy. * Public Works put up a traffic slowing sign near Wilburn's house.
10	Research on new legislation passage that may impact local government	RTCM 3/18/26	ASAP		Mayor Alison Dennington	Marie Smith	* Mayor to provide bill information to Smith for (1) short/long term rentals (2) kids drowning (3) derelict vessels and (4) e-bike/scooter regulations.
18	New employee satisfaction survey	RTCM 4/15/2026	RTCM 4/2027	RTCM 4/2027	Commissioner Tim Reed	Marie Smith	* To be conducted next year.
20	Follow up with insurance from damages from car that took out street signs/ create policy/procedures on filing insurance reports	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith, Jenny Kerr and Chief Zander	* Smith spoke with Kerr and she files insurance claims. She will get information from Chief Zander and file the claim. * Kerr spoke with town insurance and damages are less than the deductible, so town filed with driver's insurance (State Farm). * Kerr and Smith to write policy/procedures.
21	Address building department possible shortfall for FY26 and revise policy/ fee schedule	RTCM 4/15/2026	ASAP		Commissioner Tim Reed	Marie Smith and Building Department	* Smith reached out to Building official to revise the building fees schedule in lieu of recently signed legislation in March 2026. * New state legislation will modify how fees are calculated. Building Official with CAP addressed Commission during Budget Workshop on May 12, 2026. * Building official will take back comments from Commission meeting and will craft a new fee schedule. *Building official presented new fee schedule to the Commission at a special meeting on 9/3/2026.
24	Research swale programs in other towns and determine what was their success rate.	RTCM 5/21/2026			Commissioner Sherri Quarrie	Marie Smith	* Smith has begun research and has spoken to Leslie Maloney with the Environmental Advisory Board to see if they have information on successful swale programs in other areas in Florida.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
25	Update on FEMA grant for hurricane Irma - when will the town be receiving the funding and how can we expedite the process?	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Marie Smith, Jennifer Kerr and Terry Cronin	* Kerr to follow up with FEMA to provide update. * Vice Mayor Cronin to write letter to Congressman Mike Haridopolos to contact FEMA about the grant. * On 05/20/2026 FEMA responded that they were reviewing all documents submitted by the Town. Kerr has reached out to the FEMA project manager to see what the status is to date. * Commissioner Reed contacted FDEM, who handles FEMA reimbursements and they responded on 8/24/2026 that they are in receipt of all information requested and are requesting new information from the town. The Finance Director will set up a call the week of Septmeber 8th to discuss what additional materials are needed. * Call with FDEM resulted in a variety of requests for additional information, which Kerr is providing to FDEM.
33	Write procedures for closing cases (include the special magistrate's input on appeals and procedures)	RTCM 5/21/2026			Full Commission	Marie Smith, Ryan Knight and Jacob Lopez	* Setting up meeting with Code Enforcement, Town Attorney and Town Manager to discuss how to move forward with this request.
37	Publish meeting minutes for Commission meetings - have not been updated since December 2025.	RTCM 5/21/2026			Mayor Alison Dennington	Marie Smith and Cyd Jones	* Smith will look into hiring a contractor to assist with transcription services - the town executed a transcription service agreement in June 2024. * Transcription service provider used in 2024-2025 is available and service contract is being updated/presented to Commission for approval. * Commission Approved contract and provider has started working on minutes from a prior RTCM meeting. *Targeting EOY for minutes to be caught up - see tracker in Town Clerk report for progress.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
38	Meet with town manager, public works director and resident who commented about Basin 10 data concerns in Haley Ward study. Find out if changes need to be made in methodology and contact David Baggett with Haley Ward before funds are made available to start Haley Ward on Basin 10 engineering (funds to come from reserves)	RTCM 6/17/2026	ASAP	ASAP	Full Commission	Marie Smith and Tom Davis	* Davis and Smith met with resident Patrick Kenny who provided convincing evidence that the Haley Ward study should be reviewed due to outdated data. Davis and Smith then met with David Baggett (Haley Ward) to provide resident's concerns and data to Mr. Baggett. Mr. Baggett also toured the stormwater outflow pipe area with the public works crew and stated that he needed to get his team out there again to reshoot the area due to stormwater in the pipes/ a pipe that he realized was not in his study but could change the results of his study. *Updated study by Haley Ward does not change recommendations. Proceeding with administering contract for Haley Ward to begin work on the engineering for Basin 10.
44	Answer question: When do owner-occupied short-term rentals expire? Commission would like to see those listed on website and communications sent out.	RTCM 6/17/2026	ASAP		Full Commission	Ryan Knight	*Per Knight, the owner-occupied provision in the code expired earlier this year.
45	Commission wants an update on the digitization of records and to see if the Tech Board can help scan records.	RTCM 6/17/2026	ASAP		Full Commission	Ryan Knight	*Per Knight, on hold since Tech Board is on hiatus.
46	Get transcripts of meetings from You Tube to see if the town can put transcripts into an AI system other than Otter AI.	RTCM 6/17/2026	ASAP		Full Commission	Cyd Jones	*Jones moving forward with training on new Govably software for AI-assisted minutes.
48	Follow up with Corey Runte regarding installation of gate around Ryckman Park - Proceed with project if under $5K.	RTCM 7/15/2026	ASAP	9/4/2026	Commissioner Anna Butler	Tom Davis and Marie Smith	* Davis researching options for procuring and installing gate. * Davis put plan together and got permit approved. Work will start the week of September 8, 2026. * Fence has been installed.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
51	Draft Reserve Fund policy.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight and Marie Smith	* Knight working on draft. * Draft was presented and Workshop is scheduled for 14 October 2026.
52	Draft Special Revenue Fund policy.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight and Marie Smith	* Knight working on draft.
53	Draft Paid Parking Ordinance.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight	* Knight working on draft.
54	Schedule a workshop to discuss landscape ordinance with the Commission and Environmental Advisory Board.	RTCM 7/15/2026	ASAP		Full Commission	Cyd Jones	* Jones in discussion with Environmental Advisory Board and P&Z on dates for Workshop. *Workshop confirmed for 11/4/26 at 6:00 PM.
57	Investigate constituent complaint about Sands on the Beach light during sea turtle season.	RTCM 8/19/2026	ASAP		Full Commission	Jacob Lopez	* Code enforcement has gone out at night to investigate the complaint and found that Sands on the Beach was in code violation and issued a letter. Code enforcement went out again the next week and saw that the lights were still on, so will escalate the situation. * Sands on the Beach was taken to magistrate hearing and testified that they had an open ticket with Florida Power and Light to turn off the light - Magistrate ordered them to return in a week to update. Light was not turned off and ticket number provided was incorrect. A correct ticket number was provided and the case was continued to the October 20th Magistrate hearing.
58	Bring 6th Avenue Seawall project back for a special meeting on August 26, 2026 regarding funding source.	RTCM 8/19/2026	Special Meeting 8/26/2026	8/26/2026	Full Commission	Marie Smith	* Special meeting was held and 6th Avenue Seawall project was approved.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
59	Draft Contract for Flow and Be Strong instructor at $65/hour. Include terms in new contract to require instructor to count attendees/ sign-in sheet and report back to town.	RTCM 9/16/2026	ASAP		Full Commission	Ryan Knight	*Knight drafting contract. *Contract draft included in New Business for October 2026.
60	Draft new contracts for all service providers of classes in the park and include requirements for instructors to count attendees/sign-in sheet and report back to the town.	RTCM 9/16/2026	ASAP		Full Commission	Ryan Knight	*Knight drafting contracts. *Contract draft included in New Business for October 2026.
61	Coordinate with Tom Davis to get a proclamation for Alice Graham Day.	RTCM 9/16/2026	ASAP		Full Commission	Cyd Jones	*Davis provided draft proclamation for presentation to the Commission. *Proclamation on agenda for October 2026.
62	Schedule workshop for reserve fund policy.	RTCM 9/16/2026	ASAP	WS 10/14/2026	Full Commission	Cyd Jones	* Jones scheduled workshop for October 14, 2026.
63	Under Clerk's report "pending response from Commissioner" (p. 159-160 in packet) remove or review what needs to be done to move it forward.	RTCM 9/16/2026					*Jones to review and advise Town Manager for action. *Jones in process of getting partial records to requestor (from Town-managed Mayor FB page) & Knight to get quotes for technician to assist with getting screenshots off of Mayor's personal device.
64	Get plaque made for Alice Graham for 5th street park.	RTCM 9/16/2026	ASAP		Full Commission	Tom Davis	* Davis had plaque made and will be installed on Alice Graham's 105th birthday.
65	Check with town liability insurance company to see if they handle claims of injuries in the park due to classes sposored by the town.	RTCM 9/16/2026	ASAP		Full Commission	Jennifer Kerr	*Kerr researching with insurance carrier. *Kerr in communication with insurance carrier.